

**STATE OF GEORGIA
DEPARTMENT OF DEFENSE
MILITARY DIVISION
GEORGIA GARRISON TRAINING CENTER (GGTC)
FORT STEWART, GEORGIA**

**GGTC
STANDING OPERATING PROCEDURE 1
(GGTC SOP-1)**

Effective Date: 26 Oct 09

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GGTC Website URL: <https://ga.ng.mil/ggtc>

1. Welcome. The Georgia Garrison Training Center, hereinafter referred to as GGTC, is operated under the control and supervision of the Adjutant General, State of Georgia. This center was established by the National Guard Bureau for the housing and training of Army National Guard personnel and units as may be assigned thereto by appropriate authority. The provisions of this SOP will be followed by all organizations utilizing this facility.

2. Authority. Department of the Army, License No. DACA21-3-94-1536, 1 July 1994, as amended, Subject: License for National Guard Purposes.

3. References.

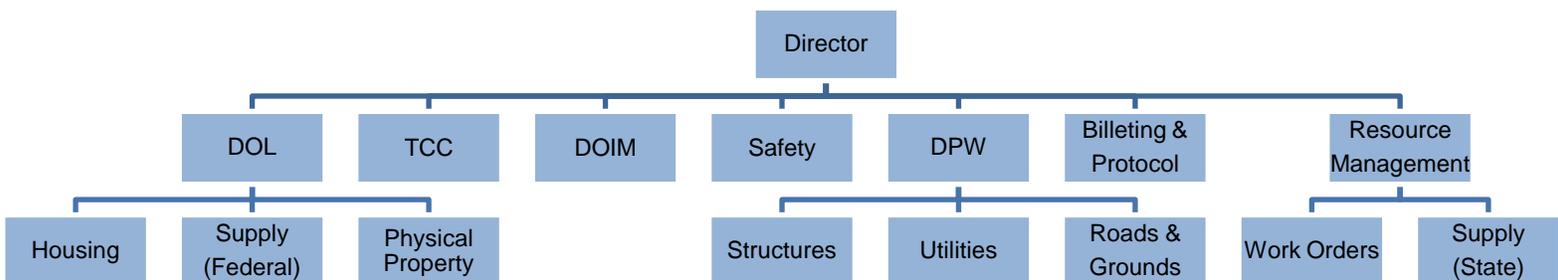
- a. NGR 5-3, Army National Guard Training Centers.
- b. FSR 350-15, Training-Reserve Component (RC) Training Support.

4. Baseline GGTC Infrastructure Capabilities.

Billeting capacity: 7,024

- 2 MACOM HQ Complexes (3 buildings ea)
- 8 Battalion HQ Complexes (2 buildings ea)
- 52 Company Orderly Rooms
- 130 A/C barracks
- 30 non-A/C barracks
- 35 A/C latrines
- 15 non-A/C latrines
- 3 consolidated DFACs
- 15 Co-size DFACs
- 7 A/C classrooms
- 15 non-A/C classrooms (old DFACs)
- 9 dayrooms (old DFACs)
- 314 chargeable billets

5. Wire Diagram.



6. GGTC Maps. Maps of the GGTC area can be obtained from the GGTC DPW section.

7. Baseline Policies.

a. Fort Stewart, Georgia (FSGA)

(1) Command and Control: In accordance with Department of the Army License Number 94-1536, the FSGA Commanding General has “general command and control authority” over the GGTC. As such, all FSGA regulations and policy letters apply to the GGTC, all GGTC tenant units and activities, and all units conducting training within the GGTC regardless of service branch or component. Units are highly encouraged to familiarize themselves with Ft Stewart Policies and Regulations. The FSGA Command has the authority to bar individuals (regardless of branch or component) from FSGA if they cannot comply with Policies and Regulations.

(2) PT zones: FSGA restricts vehicle movement in several areas of post during Physical Training hours (Mon-Fri, 0630-0730). This includes Worcester and East Bultman Avenues within the GGTC. Intersections will be blocked with barriers and road guards. Vehicles will not be able to enter or leave the battalion blocks during this time. All motor pools have exits onto unrestricted roads; Troupe Ave on the southside and the tank trail on the northside. IAW FSGA CG policy, there is no PT allowed on Troupe Ave or East 16th St. PT is allowed on tank trails but these are not closed to traffic during PT hours, so caution is recommended.

b. GGTC.

(1) The goal of the GGTC is to standardize the use of the cantonment area. In particular, this applies to battalion and higher headquarters facilities in that all property, office furniture, telephones, etc., can be installed on a permanent basis. Such will not only be of benefit to the units concerned but will reduce considerable wear and tear in the buildings and property therein, time required for issue and turn-in, and most important the expenditure of funds for installation of telephones, etc. Such funds saved can be utilized to further improve our Training Center. All concerned are enjoined to cooperate to the fullest extent in this effort. Any request for changes in assignment of areas and facilities designated will carry the approval of the appropriate authority concerned prior to consideration by the Facility Manager. All buildings/facilities within the GGTC will be utilized for their designated purpose unless specific authority is granted to the contrary by the Commander, GGTC.

(2) Considerable damage to buildings and grounds has been experienced due to operating vehicles within the cantonment areas. It has been the practice in the past to park all vehicles in billeting areas on the night before departure. In addition, numerous instances have been observed where vehicles have been driven indiscriminately through and around the barrack areas for no apparent valid reason during the training period. Violators may receive Post Military Police citations IAW Georgia Code 40-6-203 for their actions. Units other than ARNG may be levied (cost base = material and labor) for building damages and environmental surcharges (\$20.00 involving non-tactical vehicles, \$40.00 for tactical vehicles per incident) against existing Military Interdepartmental Purchase Request (MIPR). ARNG violators may receive FLIPL (Financial Liability Investigation into Property Loss) through the GGTC chain of command.

FLIPLs for building and property damages and all losses will be resolved IAW AR 735-5. Violators that exacerbate environmental deterioration will be required to provide manual labor to repair damaged real-estate and seed damaged areas or be charged accordingly before clearing the Training Center.

(3) Due to the heavy rainfall during the summer, the operation of vehicles within the billeting areas sometime causes the areas to deteriorate to a very bad state. Grass has been washed away, causing mud holes to develop. An attempt to fill these holes over the years has resulted in increasing the elevations until the buildings are lower in elevation than the surrounding ground. Therefore, no fill dirt or rock will be hauled into the billeting areas without the written approval of the Facility Engineer. The operation of engineer equipment such as road graders, bulldozers, etc., is strictly prohibited without the written approval of the Facility Engineer due to the presence of numerous buried water lines, sewer lines, telephone and electrical cables.

(4) IAW the FSGA Fire Prevention SOP, the parking of vehicles in such a manner as to hinder access to or exit from an area or building or hinder firefighting crews and apparatus is prohibited. Further, vehicles will not be parked within 20 feet of buildings, except in designated parking areas. Fire lanes and breaks must be kept clean at all times. Vehicles may be temporarily parked next to a building to facilitate loading or unloading of supplies. However, ground guides MUST be used, and the vehicle must be moved to a designated parking area at the completion of loading/unloading.

(5) Attention is directed to the Division Commander's Policy numbered 1-8 which addresses security of government vehicles. This policy identifies parking restrictions, placarding requirements for duty vehicles and security of military vehicles.

(6) It is requested that the CSM or senior NCO of each command strictly enforce these policies. The FSGA Provost Marshall, GGTC Security personnel and all other employees of this center will assist in the endeavor as well as Fire Inspectors. Vehicles in convoy, on arrival from home stations and in preparation for departure to home stations will utilize the unit motor pools to park, load and unload personnel.

(7) Trucks, trailers, etc., will not be backed up to buildings for security purposes.

(8) Barricades placed in areas to prevent vehicular traffic will not be moved. Vehicles will use only the designated entrances and exits in administrative buildings and dining facility areas. Vehicles will not cross open ditches to gain access to any area.

(9) Dead-lined vehicles for maintenance that are not turned in to the MATES (Maneuver Area Training Equipment Site) and vehicles that are waiting to be transported to home station must be left in WET (Weekend Training) storage compound. Log books for vehicles stored in the compound dead-lined for maintenance will be turned in to MATES. PBOs should advise the Facility Manager, GGTC as to what final disposition is to be made on vehicles stored awaiting transfer to home station. The GGTC will not sign for these vehicles but will merely provide a fenced storage area.

(10) **There will be no vehicle washing allowed at Dining Facilities** or any other cantonment area building. Only the Centralized Wash Facility or Small Vehicle Wash Rack will be used to wash vehicles.

(11) Camouflaged vehicles will not be operated in the cantonment area when headlights, turn light, stop lights, etc., are covered. Tree foliage to camouflage vehicles will not be cut from trees and shrubbery located within the GGTC cantonment area nor will it be left in the cantonment area or motor pool area after completion of training.

(12) Tracked vehicles using concrete tank trail will remain on concrete at all times. Do not drive or turn on tank trail shoulder.

(13) Remove all vehicles from grassy areas during grass cutting.

(14) POVs will only be parked in authorized POV parking areas. POVs will be parked in a military manner. POVs will not be parked in barracks areas, motor pool areas or in fenced area behind BN Supply "39" buildings.

(15) Recreational vehicles driven to AT/IDT will be confined to POV parking areas. Under no circumstances will they be connected to electrical service or water at any building within the GGTC.

(16) POVs will not be parked in adjacent block area if that area/block is not issued to the unit, i.e., don't park POVs in 9900 Block if 10100 Block is only area issued to the unit.

(17) POVs parked in violation of Ft Stewart Regulations and GGTC Command Policy will receive warnings by FSGA Military Police, GGTC Security, or GGTC staff. Repeated warnings may result in the vehicle being ticketed and/or towed.

(18) Motorpools will be used to park military vehicles. Administration room parking areas will be used to permanently park a maximum of three military vehicles per building, e.g., 3 vehicles in the lot serving a stand-alone admin building such as 9915, and 6 in the lot serving 9913/9914.

(19) Tracked vehicles will not be parked outside the motorpool for any reason without the written approval of the Facility Director. Authorized reasons may include activities such as static displays for family day or use of a Command Post Carrier. Training, maintenance, loading, etc will take place in motorpools.

(20) Motor Pools:

(a) If requested, units will be issued motor pools for their use while training here.

(b) No vehicle washing will take place within the motor pools. All vehicular washing, both wheel and track, will be scheduled at the GGTC Central Wash Facility (see Annex J) or Small Wash Facility (see Annex K).

(c) The dumping of oils or solvents of any kind directly in the sump or separator at the concrete maintenance platform point is strictly prohibited. Used POL can be disposed of in the 500 gallon container marked "Used Oil" located in the unit motor pool.

(d) Manual controlled motor pool security lights will be cut off by the using unit during daylight hours. GGTC clearance teams will ensure lights are off at clearance.

(e) All motor pool gates will be locked when units are conducting training in the field and after clearance.

(f) Ground guides required for all movement of tracks/wheel equipment in, out or within the motor pool.

(g) Damage to motor pool fencing, gates, chains or locks will be paid by MIPR only prior to clearance. Estimates will be made by R&G Foreman.

(h) See Annexes J and K for wash facilities

SUPERSESSION: This publication supersedes the Standing Operating Procedure dated 1 October 2006.

FOR THE ADJUTANT GENERAL:



DAVID S. LEE
COL, FA, GAARNG
Garrison Commander

ANNEX A, GGTC POC LIST, GGTC SOP – 1

1. Official mailing address:

Georgia Garrison Training Center
ATTN:
PO Box 466
Hinesville, GA 31310-0466

2. Telephone DSN FAX

(912) 767-3002	870-3002	(912) 767-4205
(912) 767-3093	870-3093	870-4205
(912) 448-4000	338-4000	

3. Location: Building 10504 (at the southeast end of East 13th Street, GGTC).

4. Office of the Director:

COL D. Lee	912-448-4010	Director / Garrison Commander
Ms. M. Rodriguez	912-448-4004	Executive Assistant
Fax	912-767-4205	

5. GGTC Directorate of Logistics (DOL):

Main	912-448-4100	
MAJ J. Rush	912-448-4101	Facility Manager
SFC A. Davis	912-448-4019	Housing Manager
SPC C. Reed	912-448-4107	Housing Assistant
SSG S. Posey	912-448-4110	Property Manager
SSG R. Woodson	912-448-4103	Warehouse Supervisor
SGT B. Morgan	912-448-4104	Supply Support
Fax	912-448-4105	

6. GGTC Directorate of Public Works (DPW):

Main	912-448-4032	
CPT C. Carter	912-448-4003	Facility Engineer
MSG J. Waters	912-448-4002	Deputy Facility Engineer
Mr R. Smith	912-448-4014	Utilities Supervisor
Mr T. Wimberly	912-448-4013	Maintenance Supervisor
Mr G. Golden	912-448-4103	Roads & Grounds Supervisor
Work Order	912-448-4012	Work Orders
Fax	912-448-4205	

ANNEX A, GGTC POC LIST, GGTC SOP – 1

7. GGTC Billeting and Protocol (B&P)

Main	912-767-3896	
Ms D. Chavis	912-448-4080	Chief, Billeting & Protocol
Ms C. McCree	912-448-4079	Reservations
Ms D. Lee	912-448-4076	Reservations
Fax	912-448-4085	

8. GGTC Resource Management (RM)

Main	912-448-4057	
Ms T. Blanton	912-448-4056	Resource Manager
Fax	912-767-0937	

9. Georgia Garrison Training Center Command (GGTCC)

Ch (CPT) Robinson	912-767-	Command Chaplain
SFC B. Davis	912-448-4390	Readiness NCO (DPTMS)
SGT A. Cliett	912-448-4379	Administrative NCO (DPCA)
SGT L. Negrón	912-448-4173	IT Specialist (DOIM)
SSG I. Strickland	912-448-4385	Command Safety Officer

10. GGTC Security

Main	912-448-4017	
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ANNEX B, Directorate of Logistics (DOL), GGTC SOP-1

References:

- a. AR 710-2 Army Supply below National Level
- b. DA PAM 710-2-1 Unit Supply Procedures
- c. AR 735-5 Policies and Procedures for Property Accountability
- d. AR 210-50 Housing Management

1. The GGTC DOL is established in building 10528. The mission of the GGTC DOL is to provide transient facility scheduling, installed property support, consumable supply support and limited GSA vehicle support. Main warehouse number is 912-448-4100 and fax is 912-448-4105. POC list is located in Annex A. Utilization of GGTC facilities will follow three steps: *Request, Issue, and Turn-in.*

2. Requests:

a. Requests for facilities will be made by submitting a memorandum to the housing manager. A response to the memorandum will be made within 24 hours, along with the cost involved to use facilities.

b. To expedite the issue of real, installed and consumable property, the respective USP&FO or Resource Manager will furnish the DOL, GGTC, with a letter of authorization. This letter will designate certain personnel at battalion and separate company level as their representatives for the purpose of signing for and turning in real, installed and prepositioned post-camp and station property. This authorization will include the following information: name, rank, organization, date and time of issue and the building number of buildings to be signed for by each individual. This information is necessary so that hand receipts may be completed prior to scheduled issue date and must be furnished no later than (15) fifteen days prior to arrival of the advance detachments.

c. To sign for property other than real, installed and consumable, the unit will furnish the Facility Manager, GGTC with a Signature Card, DA Form 1687, (Jan 82 or later edition) and Assumption of Command Order authorizing those individuals he desires to receive and turn-in property at the GGTC prior to any property being issued to the designated representatives.

d. Active Army, Marines, Air Force and USAR unit commander will furnish signature card authorizations and assumption of command order for use by personnel of their commands as outlined in para 12b above, as applicable, but must be submitted through CRCS, Bldg 9139 - 9140, Ft. Stewart.

e. Reimbursable costs will be provided by use of a Military Interdepartmental Purchase Request (MIPR), DD Form 448-E. This will be prepared and mailed to USPFO for Georgia, ATTN: PFO-RMD (Rita Johansen), PO Box 17882, Atlanta, GA 30316-0882 with info copy

ANNEX B, Directorate of Logistics (DOL), GGTC SOP-1

furnished to Georgia Garrison Training Center, PO Box 466, Hinesville, GA 31310 for any reimbursement services required. The charges will include a losses/damages deposit of \$500.00, which will be returned if no damages or losses occur.

f. Non ARNG units will be charged applicable IIC (Identifiable Incremental Costs) IAW AR 405-3 and NGR 5-3 for the use of facilities. MIPR provided to GGTC will also include a loss/damage security deposit commensurate with the size of the scheduling unit:

Company size unit: \$500.00

Battalion size unit: \$1,000.00

Brigade size unit: \$5,000.00

Any unused portion of the security deposit will be returned to the unit after facility clearance is complete. GGTC Facility Manager and Facility Engineer will adjust IIC as operating costs change, but a charge to the unit will increase if such an adjustment occurs after facilities have been scheduled and MIPR provided.

g. Unless specifically noted to the contrary, requests for logistical support, including real estate, billets, supplies and equipment will be addressed to the Facility Manager, GGTC. Required dates must be clearly indicated. Support which cannot be furnished by the Facility Manager, GGTC, will be forwarded to the Commanding General, 3d IN DIV and Fort Stewart, ATTN: AFZP-RC, Fort Stewart, Georgia. Such requests must be forwarded so as to allow this activity to forward them to Directorate of Reserve Component Support Mobilization not later than 1 February of each year or at the Pre-Camp Conference whichever is earlier.

h. Pre-Camp Conference. The Annual pre-camp conference is conducted by FSGA and GGTC in October of each year. Recommended area and building assignments for all elements scheduled for AT will be prepared by GGTC and will be furnished at the Pre-Camp Conference for review/changes/approval of the appropriate authority attending the conference. Adjustments and changes accepted up to 60 days in advance of training/publication of telephone directory.

i. Maneuver Area Training Equipment Site (MATES). The supervisor of the MATES will furnish each state concerned with a list of equipment available in the pool. States concerned should submit their requirements directly to the Supervisor of the MATES. Do not consolidate this request with items requested of the Facility Manager, GGTC.

j. Consumable Supplies:

(1) Class II. The GGTC will provide janitorial supplies to visiting units. These items will be pre-stocked in mess hall buildings, latrines and barracks for use in all buildings. They will be provided on a non-reimbursable basis to all visiting units regardless of state.

(a) Units will leave a 100% level supply for the following unit. This will be accomplished by obtaining re-supply from the GGTC DOL prior to departing the Training Site. Re-supply will be made to units on the basis of Request for Issue (DA Form 3161). Used

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serviceable brooms and brushes need not be replaced on turn-in but all used mop heads will be replaced. All items will be brought to 100% level of initial issue. Re-supply will be made at battalion/separate company levels. Battalions should request through battalion S-4 officer.

(b) Quantities left on hand will be checked by the clearance teams. Any shortage will be accounted for IAW AR/NGR 735-5.

(2) Class III(P). Units must coordinate with the DOL HAZMART for supplies not brought from home station. Units should submit their requirements on a DA Form 3161 NLT ninety days out from their initial arrival date for training. Units must pick up their assets within 72 hours of the advanced party's arrival. Only the assets requested in advance of the training period can be guaranteed as available if shipped from the depot.

(a) The Battalion S-4 or Budget Program Manager (DOL-GaARNG) will coordinate Class III (P) requirements with the FSGA DOL HAZMART at least 2 weeks prior to the expected arrival date. FSGA DOL HAZMART (Building 1146) can be reached by calling DSN 870-2950/1594, COM 912-767-2950/1594, FAX 912-767-3818.

(b) The Battalion S-4 should ensure that their account has been set up with the FSGA DOL HAZMART.

(c) Units unable to set up accounts with or coordinate directly with the FSGA DOL HAZMAT submit request for supplies to GGTC DOL. GGTC DOL will then coordinate request, issue and turn-in on behalf of the unit. **This is strictly for units which do not have a DODACC or GPC capability, such as separate detachments below company level.**

(3) Class III (B). The FSGA Fuel Point will be used for all bulk and retail fuel requirements. The following identifies how to request and obtain fuel keys from the Contract Officer's Representative (COR)

(a) The Battalion S-4 or Budget Program Manager (DOL-GaARNG) will coordinate fuel requirements with the COR at least 2 weeks prior to the expected arrival date. Fuels COR can be reached by calling DSN 870-3659, COM 912-767-3659, FAX 912-767-9161, or email clyde.g.lynn@stewart.army.mil.

(b) The fuels COR will provide customers with a FUEL KEY REQUEST FORM.

(c) The Battalion S-4 or Budget Program Manager must provide the following in addition to the unit and requirements information requested on the form:

- APC Code
- FUND CODE
- SIGNAL CODE

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(d) Completed forms must be returned to the COR.

(4) Class IV. The GGTC does not maintain a Class IV ASL. Units must bring Class IV from home station or request from FSGA DOL. The GGTC will receive and store Class IV for units until their ADVON arrives on station, but does not have the resources to order Class IV.

(5) Class V. Must be brought from home station or requested from the FSGA ASP

(6) Class VIII. Must be brought from home station or requested from Wynn Army Medical Center (WACH).

(7) Class IX. Must be brought from home station. MATES or FSGA DOL may be able to provide limited support.

k. GSA Vehicles: A very limited number of GSA vehicles are stationed at the GGTC for support of units in training. Coordination for 44-pax busses is made STRICTLY through GaARNG DOL Transportation. Coordination for these vehicles made through the GGTC will not be honored if another unit has reserved them through DOL Transportation. Coordination for 15-pax vans will be made through the GGTC GSA Fleet Manager, and these vehicles are available for temporary (24 hour) use only.

3. Issue:

(a) Unit supply SGTs and log NCOs will need Assumption of Command Orders and a valid Signature Card in order to draw supplies from the GGTC DOL.

(b) *Transient Facilities*: Pre-stocked barracks, administrative and mess hall buildings are located in each block of the cantonment area and will be issued to designated representatives at these locations. Designated representatives will inventory and sign for this property on the date scheduled for issue to units. At the conclusion of each encampment all property will be returned to the building from which it was drawn. Lost, damaged, or destroyed property will be accounted for IAW AR 735-5.

(c) *Linen*: Sheets, mattress covers, blankets and pillow cases will be issued from the GGTC DOL as directed by the GGTC DOL Warehouse Supervisor. A representative of the GGTC DOL Warehouse Supervisor will be present at the Post Laundry at turn-in for joint inventory. Laundry Clearance Slip DA Form 1974 will have to be returned to GGTC DOL, Building 10528, before unit can get final clearance. Laundry turn-in and issue schedules will be coordinated by the GGTC DOL. Questions concerning linen turn-in should be directed to GGTC DOL Warehouse Supervisor, 912-448-4103, Bldg 10528. Units are not required to draw linen if they wish soldiers to use sleeping bags. Each state USPFO is required to furnish a fund cite to FSGA DOL adequate to cover the cost of laundering the linen.

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4. Turn-in: In order to facilitate units clearing the training site prior to return to home station, the following procedures will be adhered to. It is emphasized that a high standard of cleanliness and property accountability of buildings, furnishings and areas should be maintained by a thorough and complete daily inspection of assigned facilities. All major units (divisions, brigades, groups, separate battalions and separate companies) should designate a senior officer who will be in charge of the rear detachment to supervise the police of all buildings and grounds and to complete the final clearance for these units. Keys to all issued buildings, with the exception of mess halls, will be accounted for by the GGTC clearing personnel before the clearing of buildings and area. It is recommended that each unit schedule a courtesy inspection with the GGTC DOL prior to scheduling turn-in.

(a) Clearance Schedule.

(1) The major command of each State/ARCOM represented will furnish the Facility Manager, GGTC, no later than Tuesday of the second week of training, a schedule for clearance of cantonment billeting areas. These schedules will be consolidated and an overall schedule will be published and forwarded to all units indicating the Team Members and the location for rendezvous with clearance team. Upon arrival of clearance team, all vehicles will be moved out of the area and lined up along the side the road. The only personnel that should remain in the area will be associated with the clearance.

(2) On completion of clearance, the accountable officer will accompany the clearance team to Building 10528 for settlement of shortage, if any. Reference AR 735-5 for accounting for lost, damaged or destroyed property. The Facility Manager will issue a letter of clearance in duplicate, one copy to be retained by the accountable officer, one copy to be delivered to the USPFO Representative.

(b) General Information.

(1) A thorough police of all areas will be conducted and all extraneous material removed.

(2) Units are not required to mow and weed-eat, as long as they remove all vehicles and equipment from grassy areas while the contractors are mowing.

(3) All fire extinguishers will be filled and hung in proper place. Expended extinguishers must be immediately reported to GGTC DPW Utilities Branch, Ph 767-3375, Bldg 10504 and they will coordinate replacement by the GGTC Fire Marshall.

(4) All trash will be contained in plastic bags and placed in brown dumpsters or by roadside in front of dining facilities only (see Annex Q). Recyclables will be placed in blue recycling dumpsters.

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(c) Specific Information.

(1) Dining Facility: DFAC floors will be swept, mopped and dust mopped. Pantry room (if issued) equipment will be clean, dry and stored in shelf location as issued. Hot-tops, Fry-tops and ovens will be cleaned of grease and food. Refrigerators and freezers will be emptied of food, cleaned, dry, unplugged and doors blocked open. Ice machine will be emptied, dried and unplugged. 400# ice chest will be emptied, dried and door blocked open. Hood will be cleaned of greasy film. See Annex I (DFAC Operations) for detailed information.

(2) Latrines:

(a) Latrine floors and shower room walls will be scrubbed and washed thoroughly. Fixtures will be cleaned thoroughly by using sand soap and water. Special emphasis will be placed on removing water stains (red rust) in bottom of wash basins, urinals and toilet bowls. Window ledges and tops of partitions will be thoroughly cleaned. All light bulbs will be installed at clearance.

(b) All fixtures that are out of order will be reported to GGTC, DPW, Utilities Branch, telephone 912-448-3375.

(c) Boiler rooms will be scrubbed, dry mopped and doors locked.

(3) Barracks: Floors will be swept and mopped. Trash cans will be emptied and washed out. Refrigerators will be clean, dry, unplugged and door open. Wardrobes will be emptied, swept clean inside, under and top dusted. All beds, mattresses and pillows issued in barracks will be left in place. Mattresses will not be folded. Pillows will be placed on the end of the bed next to the exterior walls of the building. Beds, mattresses and pillows will be accepted for turn-in only when stored in the prescribed manner. Replacements for mattresses and pillows found unserviceable are available on a direct exchange from GGTC DOL, Bldg 10528. Beds found unserviceable by the user must be exchanged by the user. Contact GGTC DOL personnel at 912-448-4100 for instructions. All light bulbs will be installed at clearance. Linen will be bundled and returned to the DOL warehouse.

(4) Other_Buildings: Buildings not described above will be thoroughly cleaned to include window ledges, tops of partitions, shelves, etc. Floors will be swept clean and damp mopped. All trash will be removed. In buildings having vinyl floors, tiles, e.g., headquarters and some conference/classrooms and orderly rooms, the unit must clean, wax and buff the floors prior to area clearance. Supplies required to accomplish this can be drawn from the GGTC DOL, Bldg 10528. Any questions relating to this requirement can be directed to the GGTC DOL Warehouse Supervisor, Ph 912-448-3608, Bldg 10528. All light bulbs will be installed at clearance.

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(5) Motor Pools:

(a) Parking areas of motor pools and fence lines will be thoroughly policed to include ditch line outside of fence. Open storage sheds will be policed. Maintenance buildings and dispatch shacks will be cleaned to include scrubbing and dry mopping floors. All expended fire extinguishers will be reported to GGTC DPW Maintenance Branch, Ph 767-3375, Bldg 10504 for replacement by the GGTC Fire Marshall.

(b) Concrete maintenance platforms will be cleaned of all debris and sand. Waste oil collected will be disposed of in the 500 gallon container provided in each motor pool. These containers are marked "Used Oil". Used oil or solvents will not be disposed of in the Fort Stewart Sanitary Landfill.

(c) Any damage to motor pool fence or gates will be the responsibility of using unit and accounted for at unit clearance IAW this SOP.

(d) Sand/Dirt removed from concrete maintenance platforms will not be piled between the fence line and platform.

5. Physical Property:

a. Property drawn from the GGTC DOL will be returned prior to clearance of unit area.

b. Property drawn from FSGA Post Agencies will be returned as directed by the issuing agency.

c. Property drawn from the MATES site will be turned in as directed by the MATES Supervisor.

d. The GGTC DOL may accept excess Class II that the unit does not wish to return to home station or carry on to follow-on training/deployment stations. The GGTC DOL will not accept any other excess classes of supply under any circumstances.

6. Accounting for Lost or Damaged Property: Damages to buildings will result in a charge against a visiting unit's MIPR for the amount in the estimate of repair performed by the appropriate GGTC DPW branch (Roads & Grounds, Maintenance, or Utilities). Property Book items and durable items that are lost, damaged or destroyed will be accounted for in accordance within the provisions of AR 735-5.

ANNEX B, Directorate of Logistics (DOL), GGTC SOP-1

7. Housing (Non-chargeable).

(a) A complete troop list down to and including company, troop, battery and detachment size elements. Such elements will be listed in the chain of command format to assist in planning for maintenance of unit integrity to the fullest extent possible.

(b) Estimated attendance strength by male and female officers and senior NCOs, and male and female junior enlisted personnel. This is required to coordinate transient enlisted and senior grade quarters to best accommodate the unit's requirements for billets and latrines.

8. Individuals will not install air-conditioner units in any building or individual rooms. Panels in non-renovated non air conditioned buildings do not have the amperage capability required to support window units. Units found will be removed by GGTC personnel and any damage done to building will be billed to the unit at clearance.

9. Non-ARNG units wishing to utilize the GGTC for training will submit billeting and supporting facility requirements through the CRCS, Ft Stewart GA, to be transmitted by them to the GGTC Housing Manager. Information submitted will include that listed above in 7a and b above.

ANNEX C, Directorate of Public Works (DPW), GGTC SOP-1

References:

- a. AR 405-45 Real Property Management
- b. AR 405-80 Title and Granting Use of Real Property

1. The GGTC DPW conducts maintenance and repair on transient and tenant facilities within the GGTC, to include the physical structure, grounds and utilities within 5 feet of the building.

2. Work Orders:

For all work orders call 912-448-4012.

Priority 1: Emergency

Examples:

Gas leaks, major utilities service failures, broken electrical components that could cause fire or shock, broken water or steam pipes, spills of hazardous or toxic substances, accidental lock-ins of small children, stopped up commodes (when only one is available for use) or when roto-rooter service is required. Normal response time for Priority 1: Emergency is immediately, if possible, or within one hour, depending upon the situation. Once started, work will continue until complete, the emergency is terminated or the priority is downgraded.

Priority 2: Urgent

Examples:

Heating and warm water supply outage, air conditioning system failure, functional failure of ranges and refrigerators. Response time for Priority 2: Urgent may vary from 2 hours to 72 hours, depending upon availability of craftsman and relative urgency.

Priority 3: Routine

Examples:

Work not meeting criteria for Priority 1 or Priority 2. This work, if not accomplished, merely constitutes an inconvenience or unsightly condition. Service orders in this category will generally be grouped by geographical area for accomplishment in the most economical manner, on a first-come, first-served basis.

3. Units damaging a building are encouraged to immediately call in a work order so that damages may be repaired in time for follow-on units.

4. Pest Control: Service spraying for insect and rodent control for interior of building will be accomplished upon request by calling GGTC Work Order Section, telephone 912-448-4012. Personal parasite infestation is a unit responsibility but the GGTC will assist the command in

ANNEX C, Directorate of Public Works (DPW), GGTC SOP-1

arresting any infestation. Cantonment area insect fogging is accomplished on pre-arranged schedules by the Buildings and Grounds Division, DPW, Fort Stewart.

5. Work order calls on any installed property and utilities must be reported to GGTC Work Order Section at telephone 912-448-4012.

6. Units will not put anything into the ground (unit signs, generator ground rods, etc) without contacting the Facility Engineer to arrange for underground lines location.

ANNEX D, GGTC Billeting & Protocol, GGTC SOP – 1

References. NGR 210-50, Chargeable Transient Quarters and Billeting Fund Management.

1. The GGTC Billeting & Protocol Office is responsible for providing Chargeable Transient Quarters (quarters with housekeeping services).

2. Organizations utilizing the GGTC for Annual Training (AT) wishing to use Chargeable Billeting will submit billeting and supporting activity requirements through their respective headquarters to the GGTC Billeting and protocol office at 912-767-3896. Chargeable billeting request must include:

POC Name and Rank

POC Phone Number

Males

Females

E-Mail Address

Unit or Agency

Start Date

End Date

Individuals making reservations themselves do not need a unit POC unless the unit is paying for billeting via IDT paid billeting. If the individual is paying for billeting, individual must provide a credit card number when making the reservation.

Personnel are encouraged to make advance reservations. Reservations may be made by e-mail or fax 912-767-3896 (reservations by phone are acceptable, but please keep to a minimum) commercial area code 912-767-3896 or DSN 870-3896 during duty hours Monday through Friday. Advance reservations are required for Bachelor Officers quarters (BOQ). Bachelor Officer Quarters are assigned on first come, first serve basis and will not be denied based on grade or service component.

3. Hours of Operation.

Reservations and check-in: 0730-2400, M-F

Housekeeping service: 0730-1600, M-F

Check Out: 1200 hours.

4. Room Rates (subject to change).

Green Roof Inn	\$15.00/\$30.00
BOQ/BEQ	\$10.00/\$15.00/\$30.00
Distinguished Visitor Quarters	\$35.00

A two dollar surcharge is levied for those not on orders.

ANNEX D, GGTC Billeting & Protocol, GGTC SOP-1

Payment for quarters is due upon check in. Payment is accepted in the form of cash, or traveler's checks (no personal checks accepted). Credit cards are also accepted (Visa, Master Card, and Discover Card).

5. Housekeeping Services. Housekeeping service is provided Monday thru Friday. Bedding items are changed once a week. Beds are made daily on the days service is provided. Housekeeping service includes emptying trash, (occupants are required to separate and dispose recyclables IAW Annex Q) bathrooms and kitchen areas, vacuuming, dust/wet mopping if needed. The housekeepers are instructed not to disturb your personal belongings. Dishes will be washed only in Distinguished Visitors quarters. The housekeeper will insure light bulbs work, at least one roll of toilet paper is on the dispenser and a spare roll is present. Bars of soap will be provided daily. One wash cloth and bath towel will be provided daily. Report all discrepancies to GGTC Billeting Office during normal working hours at 912-767-3896.

If you do not want housekeeping service on a given day simply notify the Billeting Office at 912-767-3896 or leave a note on your door.

6. Prohibited Actions and Items.

- Personally-owned weapons (firearms, bows, swords, etc) are strictly prohibited IAW AR 190-2.
- Washing cars and/or other practices which damages the grass areas adjoining the quarters.
- Use or storage of flammable and combustible materials, liquids, or decorative materials not flame-proofed or fire retardant.
- Connecting antenna wire to electrical outlets.
- Connection, installation, or alteration to electrical wiring, outlets, etc.
- Hooking up computers, video games, etc to the TV.
- Use of multiple extension cords or using a cord that is improperly connected to fitting, spliced or frayed. They will not be nailed or stapled to any object, run through doorways, or laid under rugs, or carpet. They must be properly insulated and not less than 16 AWG. Also, multiple receptacle jacks will not be used.
- Smoking within 50' of the building. Smoking areas are provided.
- Burning incense.
- Use of illegal drugs.
- Parking POV in unauthorized areas.
- Defacing/willful damage to government property.
- Having parties without approval.
- Cooking/using cooking appliances in other than kitchen.
- Preparing charts on the floor, carpet, bed, or tacked to the wall. Marking pens leave ink stains.

ANNEX D, GGTC Billeting & Protocol, GGTC SOP-1

- Nailing/taping pictures to the walls.
- No pets.
- There will be no loud talking or singing after 2300 hours. The volume of radios, electronic equipment and TV sets will be turned low enough not to disturb other occupants.

7. Services.

a. BOQ/BEQ rooms are equipped with cable and internet services (hourly, weekly or monthly rates). Report any problems to GGTC Billeting Office at 912-767-3896 during normal hours.

b. Coin operated Laundromats are located in Building 9319, 13116 and can be made available 24 hours.

c. Vending machines are located in the 9316 Laundromat, 9700 block and recreation sheds.

d. Commercial pay phones are available at the following locations: 13415 parking lot and 13440 parking lot.

8. Certificates of Non-availability.

Certificates of non-availability of quarters may be issued to National Guard soldiers when it is determined that GGTC does not have government quarters available. Such determinations are made upon making advance reservation or otherwise upon arrival at the GGTC during normal duty hours.

9. Occupant Responsibilities.

a. In order for the housekeepers to better perform assigned duties, it is requested that you meet the following few basic standards:

(1) Do not leave soiled clothes, papers, etc. scattered about the room, closet and floor or bed.

(2) Do not leave soiled pots, pans, dishes, etc. or food items in or on the sink.

(3) Keep tops of furniture from being cluttered as much as possible and keep things arranged.

(4) Do not re-arrange the furniture. It has been arranged according to room design. Beds should not be pushed against the wall or heating/air conditioning units because it makes it difficult for the housekeepers to make the beds and beds pushed against heating units constitute a

ANNEX D, GGTC Billeting & Protocol, GGTC SOP-1

fire hazard. If a room has a chest/desk piece of furniture, it should remain under the wall mounted mirror.

(5) Keep food items properly stored, sealed or wrapped after initial use.

(6) Towels changed daily on a one-for-one basis. Leave soiled towels by bed for exchange.

b. Occupants who wish to register complaints should call the GGTC Billeting Office (767-3896) during normal duty hours or call the Security Guard (767-7186) during non-duty hours.

c. Physical Security. Window screens should be locked at all times and windows and doors closed and locked when you are not present. Doors should be closed and locked at night. You are to secure valuable items and not leave money laying about your room. **The GGTC assumes no responsibility for lost or stolen items.** Report stolen property to the Ft Stewart Military Police.

d. Energy Conservation. All occupants have the responsibility of aiding in utility conservation. Turn off lights and other electrical equipment when not in use or out of quarters for extended periods of time. Turn off or down the heat/air-conditioning when departing for the day. Include closing all windows, where applicable. Report dripping faucets, especially hot water. Your cooperation and concern in adhering to these practices is essential in helping us conserve energy.

e. Key Control and Lockouts. Occupants are responsible for the security of keys issued for their accommodations. Individuals losing keys to their quarters will be assessed a charge of \$32.50 when the loss results in rekeying the lock. Duplicate keys should not be made of the keys issued to you... Lockouts will be reported to front desk.

f. Misuse of property. The property must not be removed. Damages caused by other than fair wear & tear or unauthorized removal of the property in the room warrants liability on the part of occupant. The Billeting Office has experienced a number of people who use the towels and/or wash cloths for rags to shine shoes, wash dishes, wash and polish POV, remove make-up, etc. These items are provided for your convenience and should not be used for purposes other than intended use. Occupants who misuse or destroy these items will be charged for replacement.

g. Guests.

(1) Once it is determined by the GGTC Billeting & Protocol Office that billet space is available for dependents of NG members, the dependents shall be assigned billet space with the sponsor.

ANNEX D, GGTC Billeting & Protocol, GGTC SOP-1

(2) IAW NGR 210-50, the billet service charge for each guest will be \$2.00 plus the daily rate of the sponsor. Service to the Billets will be performed by the GGTC housekeeping personnel. Fees will be paid by the sponsor.

(3) All concerned must realize that the above policy will normally apply to “off season” when GGTC is not fully occupied but will be favorably considered when space is available.

(4) GGTC’s inability to support a request for guest quarters does not constitute a Non-Availability Statement approval for the member or guest dependents by GGTC. Guests are permitted and are the responsibility of the host. Entertaining guests must be within morally and socially acceptable standards and not infringe on the privacy and rights of other occupants. It is expected that occupants of these quarters do not place themselves or their guest in embarrassing situations that would reflect unfavorably upon themselves, GGTC, or the military services.

(5) Children are not to be left unattended or permitted to play in the hallways and their activities should be monitored. Children should not play in parking lots.

h. Room Inventory: Upon entering your assigned room note the room inventory posted on the wall close to entrance door. Review the inventory closely. You are responsible for the items listed until you clear the room. Report any shortage immediately to the Billeting Office.

i. When staying at the GGTC you are paying for a bed not the complete room. If you have more than one bed in the room please do not disturb or allow someone else to use it, the bed may already be assigned.

10. Comment Sheet. We have a form to rate our service and suggest improvements. We would appreciate it if you would take a few moments and complete it or mail it to us at a later date. We welcome your comments and continue to seek innovative ways to not only improve service, but improve the quality of service.

ANNEX E, GGTC Directorate of Information Management (DOIM), GGTC SOP-1

1. The mission of the GGTC DOIM is to provide a central point of contact Information Technology requirements for all customers regardless of their affiliation. These services include but are not limited to:

a. Coordinate with customer for connectivity to the Internet or their DOD domain or corporate network.

b. Serve as liaison for all customer concerns and information technology assets available to them.

c. Serve as liaison for GGTC staff and Georgia National Guard DOIM up to and not beyond the responsibility of the Georgia National Guard.

d. Lead asset and responsibility management of IT GGTC material and equipment.

e. Recommend changes and upgrades to current infrastructure when required.

2. Information Technology Services.

a. Application Support.

(1) Application support includes any problems with your operating system, local applications on your computers, and printer installs.

(2) You must submit a trouble report through these means: directly to the GGTC DOIM office, through the website or through e-mail. You can find a copy of the trouble ticket on our website or at the GGTC DOIM office.

(3) Depending on the GGTC DOIM's staff current agreement with your Information Technology section the GGTC DOIM's staff can support you at different degrees.

(4) If you are a part of the Georgia National Guard you are supported by the ITD South office located on building 9413, POC SGT Leslie Thomas, 912-448-4126.

(5) If you are NOT part of the Georgia National Guard you must have administrator privileges on your computer for the GGTC DOIM staff to fully support you. If you are unable to get administrator privileges the GGTC DOIM staff will only be able to perform minor troubleshooting.

b. Network Support (Internet, Intranet, SIPRNET).

ANNEX E, GGTC Directorate of Information Management (DOIM), GGTC SOP-1

(1) Network support covers the availability of support on your building as well as different networks that can be installed on the building should you require them.

(2) You must submit a request to the GGTC DOIM office in person or through e-mail. The request must contain the buildings you will be using, the type of network you need and the amount of computers you will have on the network. Depending on the type of network you need the GGTC DOIM will require more information from you in order to accomplish the mission.

(3) If you are part of the Georgia National Guard and your building is not covered by the Georgia Netcom then you must pay a \$75 fee per building to Ft. Stewart to connect the building to the GA equipment.

(4) If you are part of the Army Reserves you will be directed to the 188th IN that resides on the GGTC. They will provide the necessary equipment and information to get connectivity in your building.

(5) If you require commercial Internet the GGTC DOIM will coordinate with the ARMP (Army Recreation Machine Program) to bring in a signal through a set of line of sight antennas. This network is at cost and requires a quote from the ARMP.

(6) If you require SIPRNET you must coordinate with the Ft. Stewart DOIM to get an encrypting device, understand the physical requirements and follow the proper procedures IAW AR 380-5.

c. Telephone Support.

(1) Telephone support covers all telephone lines and equipment required to make phone calls. Fax machines, copiers, etc. are not included and must be rented or brought by the customer. ((ADD Local Vendors. Talk to Joyce Neesmith or Pam))

(2) Telephone service is controlled by the Ft. Stewart DOIM. You must contact Mrs. Rodriguez, GGTC, Ph 448-4000, Bldg. 10504.

(3) Telephone service installed in the GGTC cantonment area and connected to the army switchboard has been designated by the Ft. Stewart Garrison Commander as either Class A or C.

(4) Telephone service is authorized for the transaction of customer business for local calls.

(5) Military units are authorized the service for official use only. They must also appoint a Telephone Control Officer (TCO) who will be responsible for supervising and monitoring the telephone information systems economy and discipline program for their AT period. Unit TCO's will become familiar with FS Telephone Control Officers Brochure, AR 105-23 and FS **ANNEX E, GGTC Directorate of Information Management (DOIM), GGTC SOP-1**

Supplement 1 to AR 105-23 prior to arrival at annual training. Unit TCO's requiring off post/long distance capability not in place may secure a block of call numbers and telephone log by contacting Mrs. Rodriguez, GGTC, Ph 448-4000, Bldg 10504.

(6) Master telephone plans are maintained for the Training Center which allows a standard telephone installation in each admin building within the Training Center. This plan encompasses all telephone requirements for all periods of training. The telephone instruments will remain installed year-round.

(7) Customers are prohibited from moving equipment within our outside of the building. All equipment must remain in place and will be checked at check-out. Request for changes must be submitted through Mrs. Rodriguez, GGTC, Ph 448-4000, Bldg 10504 who will contact the Ft. Stewart DOIM, the only persons authorized to make changes.

(8) AT cycle telephone directories will be prepared by the GGTC for each encampment once listing input is received from the commands utilizing the site (no-input-no-directory listings). AT telephone directories will be distributed by the GGTC to units upon their arrival on the advance detachment. Directories will be placed in all BOQ/BEQ rooms by the GGTC Billeting Staff and are for that room and not the property of the occupant.

3. Transient Housing (Chargeable and Non-Chargeable).

a. Internet access for all chargeable quarters is handled by the Army Recreation Machine Program (ARMP). The access is at cost and must be funded prior to usage. You must have a credit card in order to obtain Internet access.

b. Connect your computer to the line designated with Internet access. Open your Internet browser and a page with the cost and a way to enter payment information will appear. Follow the on-screen instructions to continue.

ANNEX F, GGTC Provost Marshall , GGTC SOP-1

References.

To be published at a later date.

ANNEX G, Physical Security, GGTC SOP-1

1. References:

- a. AR 190-11, Physical Security of Arms, Ammunition and Explosives.
- b. AR 190-13, The Army Physical Security Program.
- c. AR 525-13, Antiterrorism.
- d. FSR 190-2, Firearms and Weapons.
- e. AR 190-2, Firearms and Weapons.

2. In accordance with AR 190-13, para 1-24, tenant and transient unit Commanders are responsible for physical security within their areas. The GGTC Security Office will provide inspection of mission essential vulnerable areas (MEVAs).

3. Weapons:

a. Weapons on GGTC. Privately Owned Weapons (POWs) will not be stored or kept in barracks area for any reason. Military weapons will only be kept in barracks area if issued to individual soldiers IAW AR 190-11. Privately owned weapons (firearms, knives over 4", airguns, bows, etc) should not be brought on to Fort Stewart without first contacting the Fort Stewart vehicle registration office for further instructions. All individuals on Ft Stewart must comply with Fort Stewart Regulation- 190-2, Firearms and Weapons.

b. Weapon storage and guarding: Units will notify GGTC Security forces of building number used to store weapons and type of weapons that will be secured in the unit area. Unit will also provide GGTC Security office with a POC and phone number operable on GGTC for emergency contact. The GGTC does not have weapons storage facilities that meet the standards outlined in AR 190-11. The IMCOM Commander is the approval authority to waive security requirements for facilities which are used to store weapons. Currently, in order to meet the standards of AR 190-11 when storing Category II arms, units must provide 24 armed surveillance of their arms storage area.

It is up to unit commanders to mitigate security risks if they choose not to adhere to the standards of AR 190-11 when storing Category II arms/weapons. The following recommendations will assist unit commanders in mitigating risk:

- All weapons and ammunition should be secured in the building that is assigned to the unit for storing supplies, sensitive items.
- Weapons should be signed out to the individual soldier for the purpose of training, cleaning, maintenance and or repair.
- Weapons signed out for greater than 24 hours should be signed out on a weapons sign out registration sheet and turn in of Equipment Receipt Card, DA Form 3749.

ANNEX G, Physical Security, GGTC SOP-1

- Weapons signed out for less than 24 hours may be issued by turn in of Equipment Receipt Card only.
- Weapons should be secured in appropriate racks or approved containers.
- Racks and containers should be chained in groups weighing 500 lbs or more and or secured to the structure. If any weapon is left in the racks the total weight must exceed 500 pounds.
- Only approved locking devices outlined in AR 190-11 should be used to secure racks chains etc.

If units choose to adhere to AR 190-11 and provide armed surveillance for their Category II arms, the following recommendations will assist commanders:

- Guards should be awake at all times during the entire tour of their duty and are not authorized to sleep while on duty.
- Guards should be provided with emergency phone numbers for the GGTC Security Forces and Fort Steward Military Police.
- Supervisory personnel should check on the guard at least every two hours.
- Guard personnel should be in possession of an operable flashlight, drinking water, a form of communications, guard orders and ROE cards. Guards will at no time leave the post unattended.
- Ensure guards are familiar with the Rules Of Engagement (ROE) and are familiar with the weapons that will be utilized for guard duty.
- Preferred weapon for guard duty is the M9 or M11 pistol.
- Upon change of guard personnel, a physical count of all weapons and ammunition will be conducted and recorded on a DA Form 2062.

Weapons and ammo will be inventoried by serial number or lot number on a daily basis; any discrepancies will be reported immediately to appropriate unit personnel, GGTC Security Forces and Ft Stewart Military Police.

4. Ammunition:

(1) Ammunition will not be stored or kept in any area other than the supply room/ arms room.

ANNEX G, Physical Security, GGTC SOP-1

(2) No more than 1,000 rounds may be stored in unit area without a license issue by GANBG Safety Office.

5. Sensitive and Pilferable items:

a. All other sensitive, pilferable items may be secured in the same room as the weapons but must have authorization from the unit commander or his/her representative.

b. Sensitive, pilferable items will be afforded double barrier protection, or continuous surveillance 24-7.

c. Double barrier protection is a locked room in a locked building after duty hours and during duty hours a locked room with controlled access to room.

d. All sensitive items should be inventoried by serial number prior to departure of the GGTC prior to the return to home station.

e. All discrepancies must be reported immediately to unit personnel and GGTC Security Forces.

6. GGTC Security Forces and State Physical Security Personnel. GGTC and State Physical Security Personnel are authorized to conduct security spot checks for the purpose on ensuring sensitive Army equipment is adequately protected at all times.

a. Emergency contact information:

Fort Stewart 911/Central Dispatch	912-767-2822
Fort Stewart Military Police	912-767-4895
GGTC Security Forces	912-448-4017 or 912-767-7186
State Physical Security Office	Refer to GGTC Security Forces

b. All requirements in AR 190-11 Para 4-2 apply for the security of all military weapons-see exert below.

Intrusion Detection System for arms storage facilities. Arms room storing Category II arms, GSA approved Class 5 weapons storage cabinets, and GSA approved security modular vaults will be provided with an approved IDS. Facilities without an operational IDS require constant surveillance by armed guards for Category II arms while Category III and IV facilities require a check by security patrol at irregular intervals not to exceed 24 hours. In the event that the arming of guards off a military installation is prohibited by State or territorial law, a request for exception to this requirement according to paragraph 2-4 is required. The exception will include the rationale and justification for not utilizing armed guards and the compensatory security measures taken.

ANNEX G, Physical Security, GGTC SOP-1

Keys for racks and containers will be secured required in AR 190-11 Para 3-8.
See exert below.

3–8. Key and lock controls

a. Only approved locks and locking devices (including hasps and chains) will be used (see glossary definition of locks for a list of DA approved locks and hasps). All questions regarding the identity of approved commercial equivalent locks and locking devices (including hasps and chains) meeting military specifications will be addressed to the Naval Facilities Engineering Service Center (NFESC), Port Hueneme, CA 93043–5000, (805) 982–1212 (DSN551–1212) and the DOD Lock Program Office at <https://portal.navfac.navy.mil/go/locks>.

b. Keys will be signed out to authorized personnel, as needed, on a key control register. The DA Form 5513 (Key Control Register and Inventory) will be used to meet the requirements of this regulation. When not in use, the key control register will be kept in a locked container that does not contain or store classified material and to which access is controlled.

c. Keys and combinations to locks for AA&E storage facilities, arms racks, IDS (operational or maintenance), or key containers will not be removed from the installation except to provide for protected storage elsewhere.

d. Keys to locks securing key containers will be afforded physical protection equivalent to that provided by the key container itself. Keys to AA&E storage buildings, rooms, racks, containers, and IDS will be maintained separately from other keys and accessible only to those individuals whose official duties require access to them.

7. Housing.

a. Personal High Value Items:

(1) Personnel staying in government quarters are reminded that expensive high value personal property should not be stored in government quarters i.e. lap top computers stereos cameras etc.

(2) Personal items must be secured when unattended.

(3) Locking devices must be provided by the Soldier. Items should be marked IAW AR 190-51, App C.

b. Privately Owned Vehicles (POV's)

(1) All personnel are reminded that POV's should be secured at all times.

ANNEX G, Physical Security, GGTC SOP-1

(2) Military weapons are prohibited from being transported, stored or secured in a POV at any time. All personal items should be secured in the trunk or a lockable container out of sight.

c. Use of buddy system is highly encouraged at all times.

d. Last person leaving any billet must secure all windows and door's prior to departing even for brief periods of time.

e. Any suspicious activities or persons should be reported ASAP to GGTC Security Forces or FSGA Military police at the numbers provided above.

8. OPSEC. All personnel are reminded to limit discussions of unit training, details of unit strength, equipment, unit movement, unit capability, etc. when in public, especially when off post. Report all suspicious persons and activities to personnel as indicated in item e. above.

ANNEX H, Safety, GGTC SOP-1

References:

- a. AR 385-10, Army Safety Program
- b. DA PAM 385-40 Army Accident Investigation and Reporting

1. General:

a. Safe operations start with unit readiness. Readiness depends on the ability of a unit to perform its mission essential task list (METL) to standard. Ready units have self-disciplined Soldiers who consistently perform to standard; leaders who are ready, willing, and able to enforce standards; training that provides skills needed for performance to standards; standards and procedures for task performance that are clear and practical; and support for task performance, including required equipment, maintenance, facilities, and services.

b. Performing to standard is one of the key steps in preventing accidents. However, each leader must be aware that written standards may not exist for every task. High-risk tasks must be identified and reviewed to ensure that adequate standards exist and that unnecessary risks are eliminated. It is the leader's responsibility to ensure standards are enforced and unnecessary risks are not taken.

c. When Safety and Composite Risk Management (CRM) are fully integrated in a unit, Soldier errors, equipment breakdowns, and the negative effects of the operating environment are kept to a minimum.

2. Safety guidance while training at GGTC:

Commanders are responsible for Soldier safety and the quality of the unit safety program.

a. Reportable Accidents. While stationed for training at the GEORGIA GARRISON TRAINING CENTER, in addition to the required steps below it is imperative for reporting purposes only that the GGTC COMMAND SAFETY OFFICE RECEIVE A COPY OF THE COMPLETED AND SIGNED ABBREVIATED GROUND ACCIDENT REPORT (AGAR) before departing. All accidents or incidents, injuries or occupational illnesses, regardless of how minor, are reportable to the immediate chain of command. Commanders will ensure that all accidents are classified, reported, recorded and investigated in accordance with procedures established in AR 385-10, DA Pam 385-40 and this regulation.

(1) All on duty and off duty accidents or incidents resulting in damage or destruction of ARNG resources or personnel injury/death, must be reported and recorded IAW AR 385-10.

(2) All non-duty losses regardless of cause, e.g., accident, murder, suicide, illness, etc. will be reported on a Serious Incident Report (SIR) to ARNG Watch IAW AR 190-45. All non-duty losses will be recorded in RCAS SOH as a Class R accident.

ANNEX H, Safety, GGTC SOP-1

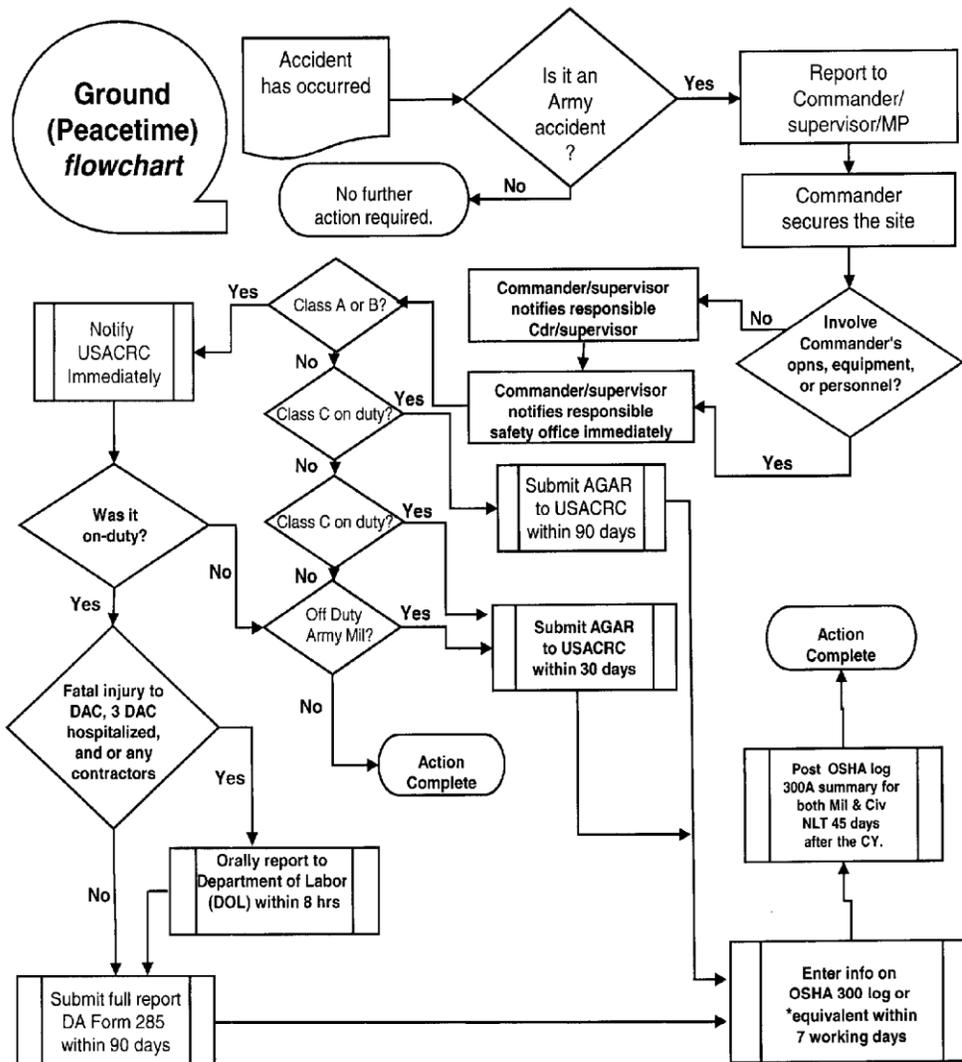
Non-duty is defined as one who is a member of the ARNG but is not on orders for duty or performing military duty related tasks. Non-duty losses are not recordable IAW AR 385-10. A Class R accident is defined as a non-duty loss/accident, near misses, State Active Duty, etc. The creation of a Class R accident is unique to the ARNG and expands trending ability and provides emphasis on program requirements. States are required to enter non-duty losses in RCAS SOH. Other incidents not required by AR 385-10 may be entered at the State's discretion.

(3) The DA Form 285 and/or 2397 series forms as appropriate will be used in lieu of the OSHA Form 301, Injury and Illness Incident Report, for military technician injuries. The accident forms can be kept on equivalent forms, on a computer, or at a central location, provided information can be entered into the system within 7 calendar days after the injury or illness occurs and the data can be produced at the establishment when required. Be certain that the appropriate National Guard Technician Code is used in the personnel classification.

(4) The below instructions supplement AR 385-10 Commander's responsibility for Class A and B accidents and Class C aviation (flight, flight related, or aircraft ground) accident notification. The Commander who first becomes aware of the accident will notify:

- The Facility Commander (for aviation related accidents).
- The State Army Aviation Officer (for aviation related accidents).
- The Safety and Occupational Health Managers.
- The Adjutant General.

b. To assist unit safety officers/MCOs with accident reporting, reference the Ground Accident Flowchart from DA Pam 385-40:



NOTE: In the event a safety of use or ground precautionary issue is suspected or identified, notify USACRC immediately.

Class	Property Damage and/or Injury/Occupational Illness
A	\$1M or more. Fatality or Permanent Total Disability.
B	> \$200K but < \$1M; Permanent Partial Disability, or 3 or more hospitalized as in-patients.
C	> \$20K but < \$200K; Days away from work or training day case.
D	> \$2K but < \$20K; A non fatal injury or illness resulting in restricted work, transferred to another job, medical treatment greater than first aid, needle stick injuries and cuts from sharps that are contaminated from another persons blood or other potentially infectious material, medical removal under medical surveillance requirements of an OSHA standard, occupational hearing loss, or a work-related tuberculosis case.

* Military will maintain separate but equivalent OSHA 300 logs for injuries and occupational illnesses.

c. Soldiers walking GGTC streets during hours of darkness without adequate reflective clothing or markings must exercise extreme caution toward motor vehicles. Flashlights are recommended when walking GGTC streets at night.

ANNEX H, Safety, GGTC SOP-1

d. All military and civilian personnel who operate or ride in motor vehicles within the GGTC area must wear manufacturer's installed seat belts/shoulder restraint systems in both front and rear seats. Violators may be cited under U.S. Code 40 318a and issued a Federal Magistrate ticket by post MP. The maximum penalty for this offense is \$50.00 or 30 days imprisonment or both. Unit commanders should bring this to all their soldiers attention prior to AT/IDT.

e. All crossing of paved roads with military vehicles will be in compliance with FSGA Safety regulations.

f. If concertina wire is placed in the GGTC area, then it will be clearly identifiable by white engineer tape in an effort to warn pedestrians of its presence. The placement of concertina wire requires prior approval by the GGTC Facility Manager and Facility Engineer.

g. Unit signs and/or unit location directional signs will not be placed in any area that will obstruct vision of vehicle drivers.

h. In accordance with the Adjutant General of Georgia memorandum dated 30 Apr 94 Smoking is prohibited in all GGTC buildings and work areas. Smoking is also prohibited in/on all government vehicles, aircraft's and equipment including GSA vehicles.

3. Vehicle Operations:

a. Maximum speed limit within the GGTC is 30 MPH IAW posted speed limit signs. Speed limit during PT hours (0630-0730, M-F) is 5 MPH and is strictly enforced by Ft Stewart DES. Some roads within GGTC will be blocked to vehicle traffic during PT hours. Vehicles are not permitted to enter blocked roads, and will be strictly enforced by DES.

b. Maximum speed limit on tank trails is 10 MPH IAW Ft Stewart Range Control.

c. Ground guides will be used anytime a military vehicle is moved in or out of any congested area. Additionally, anytime a military vehicle is moved in reverse, guides will be used.

ANNEX I, DFAC Operations, GGTC SOP-1

References:

- a. AR 30-22, The Army Food Program.
- b. DA PAM 30-22, Operating Procedures for the Army Food Program.
- c. AR 40-5, Preventive Medicine.
- d. FM 8-34, Food Sanitation for the Supervisor.
- e. FM 10-23, Basic Doctrine for Army Field Feeding.
- f. FM 10-23-2, Tactics, Techniques, and Procedures for Garrison Food Preparation.
- g. TB MED-530, Food Service Sanitation.

1. Purpose: To provide information, guidance and instructions in the operation. proper care and maintenance of GGTC Dining facilities and equipment.

2. General: This annex applies to all units visiting the GGTC whether the visit is short term (weekend training), AT or other specified periods. Supplementation of this annex is prohibited except upon prior specific authorization by the GGTC Facility Manager. Suggestions to improve this SOP should be addressed to, GGTC, ATTN: GGTC DOL, PO Box 466, Hinesville, GA 31310. In order for the GGTC to provide necessary facilities and equipment to meet the needs of our soldiers it is incumbent upon each commander that these instructions be followed. Also, each Dining Facility Manager must be unfailing in his efforts to maintain superior standards of sanitation in order to guard the health and welfare of each member of his unit.

3. Dining Facility Issuing Procedure:

a. Weekend training requirements for dining facilities will be submitted to the GGTC not less than 45 days prior to its use. The request will contain the date required, time to be issued and individual responsible to sign for the building and equipment. Issues by GGTC personnel will not be made later than 1400 hours on Friday of the weekend the facility is to be used. At time of issue the date and time of clearance for turn in will be established thru the GGTC issuing team. Current DA Form 1687 is required prior to issue.

b. Annual training dining facility issues will be made to each unit during the advance detachment period, schedule established by the USPFO, a copy of which will be sent to units prior to AT. Clearance schedules will be IAW Annex B. It is required that the unit Food Service Officer be present for the Dining Facility clearance. Pre-clearance conferences are available upon request from the command and will be held in the unit Dining Facility.

c. Each commander will insure that the dining facility is maintained daily in a high state of cleanliness and maintenance. Further, the dining facility will be used for its intended purpose only, i.e., preparation and serving of food. It will not be used for classrooms, equipment storage, day room activities or sleeping quarters or other uses inconsistent with its established purpose without the Facility Manager's approval.

ANNEX I, DFAC Operations, GGTC SOP-1

4. Sanitation:

a. There will be no washing of motor vehicles at or around the dining facility. This includes washing the bed of vehicles used to transport rations. Every effort is to be made to prevent accumulation of excess water around the Dining Facility to assist in the control of flies, roaches and other insects.

b. Thorough police of outside area is required daily to keep all litter and extraneous materials from accumulating around the dining facility.

c. Vehicles are prohibited from parking closer than 50 feet from the building. Only military vehicles delivering or picking up rations will use the paved ramp at the kitchen end of the dining facility. There will be no overnight parking on this ramp due to safety restrictions.

d. Outside washing area: This area is for washing of large items that are not otherwise cleaned inside the building. Garbage, debris and other items will not be placed here. This area will be kept clean at all times by cleaning with hot soapy water and rinsing after each use.

e. Grease Traps: The grease trap was constructed to prevent the flushing of dining facility grease into the sewer. This would cause serious drainage overflow and thus create additional health hazard. The grease trap will not be tampered with in any manner to over ride the system and cause the grease to be allowed to enter the sewer system. When inspection by GGTC personnel indicates this has been done it will be brought immediately to the attention of the senior commander by the Site Commander.

f. All garbage will be separated into edible, non-edible, scrap tin and recyclable categories. Only non-edible garbage will be picked up by GGTC. All edible garbage will be taken to the sanitary fill by the unit. Edible garbage will not be allowed to accumulate but will be removed to the sanitary fill not less frequently than the close of each day. The hours of operation of the sanitary fill are 0730 - 1500, Monday - Friday. See Annex Q, Recycling Program, for further segregation and disposition instructions.

g. Dumpster containers located at Fort Stewart are not serviced by the GGTC and therefore will not be used by visiting units. A sufficient number of garbage cans are pre-positioned in the dining facility to take care of the units needs for all non-edible garbage and trash, which will be picked up daily at the dining facility.

5. Clearance of Dining Facility:

a. Personnel: The GGTC clearance team will meet the Unit Food Service Officer and Dining Facility Manager at the dining facility IAW published schedule. The unit personnel mentioned must be present before the clearance team enters the building in order to prevent misunderstanding as to the cleanliness of the building or accountability of property. New

ANNEX I, DFAC Operations, GGTC SOP-1

cleaning supplies are available with GGTC DOL which will not leave residue on the floors and fixtures, reducing cleaning times.

b. Grease Traps: Grease traps will be pumped out by GGTC, DPW, Roads and Grounds Branch.

c. Outside cleaning area: This area will be scrubbed with hot soapy water and rinsed thoroughly to include the walls surrounding this area.

d. Floors: Floor of the pantry, kitchen, dining area & latrines (where applicable) will be scrubbed clean with hot soapy water and mopped dry. Buildings will not be cleared if floors are wet at time of clearance team arrival. Care must be taken to clean under and behind all installed equipment.

e. Dish wash sinks: These will be scrubbed clean with hot soapy water, rinsed thoroughly and dried insuring that no soapy, oily or cleanser residue is evident on any surfaces.

f. Hand wash sinks: Clean thoroughly, removing any stains and rinse and dry. Insure there is no soapy or cleanser residue left on the sink surfaces.

g. Refrigerators: Clean with hot soapy water rinse with a mild baking soda and water solution. All surfaces to include the refrigerator floors must be dry with no oily or soapy film remaining. All racks will be installed in the refrigerator (missing racks will be reported to GGTC Repairs & Utilities at 767-3375 or 448-4012). None will be placed in the refrigerator floor. The outside of the refrigerator surfaces will be thoroughly cleaned using a hot soapy water solution and rinsed thoroughly. In the case of the enamel (painted refrigerator) all evidence of mildew, fingerprints and taped labels will be removed. The stainless steel refrigerators will be washed with hot soapy water and rinsed thoroughly then rubbed dry with a soft cloth to remove all streaks and smudges. The tops of all refrigerators will also be cleaned. Refrigerators will be left running with doors closed. Any refrigerators that are not operational will be reported to GGTC, DPW, Repairs & Utilities at 767-3375 or 448-4012. Refrigerators not operational will be cleaned as stated above but disconnected form electrical current and the door left standing ajar.

h. Freezers: All freezer surfaces inside and outside will be cleaned thoroughly as indicated above for refrigerator surfaces. All freezers will be disconnected from the electrical current. The door of the upright freezer will be left standing ajar and the lid on the chest type freezer will be left open.

i. The ice chest will be cleaned thoroughly both inside and outside with hot soapy water and rinsed thoroughly. No evidence of soap or film or cleanser residue will be left on the ice chest. Any broken hinges, handles or legs will be reported for repair to GGTC, DPW, Repairs & Utilities at 767-3375 or 448-4012.

ANNEX I, DFAC Operations, GGTC SOP-1

j. Ice Machine: This will be cleaned inside and out with hot soapy water and rinsed thoroughly and wiped dry. All covers will be attached. It will be left connected to the electrical receptacle.

k. Water Cooler: The water cooler will be cleaned with hot soapy water, insuring that all stains and/or mineral deposits are removed from the stainless basin part of the water cooler. It will be left connected to the electrical receptacle.

l. Steam Tables: All steam table surfaces will be cleaned thoroughly, rinsed and wiped dry. Particular attention must be given to removal of mineral deposits in the warming cabinet area. All pilot lights will be turned off before cleaning.

m. Work Tables: All work tables and counter surfaces will be thoroughly cleaned, rinsed and wiped dry. This includes the wheels and bumpers of the stainless roll around table. On the galvanized work surfaces a very light coat of mineral oil will be used to retard rust. No coating of any kind will be put on stainless steel surfaces.

n. Stoves: Clean all stove surfaces, ovens and grills thoroughly, rinse and rub with a light film of mineral oil. All racks will be cleaned, rinsed and a light film of mineral oil put on them. Oven racks (2ea) will be placed in stove.

o. Stove Hood: All hood surfaces to include filters will be cleaned thoroughly with hot soapy water, rinsed and wiped dry. Care is to be taken to make sure that no greasy film is detected and the hood grease cups are cleaned.

p. Window & Window Ledges: Windows will be washed inside and outside. Care will be taken when removing screen to insure that they not be damaged and will be re-installed properly. All window ledges will be washed and allowed to dry.

q. Cookware: All pots, pans and utensils will be washed clean and stored in the storage pantry. All equipment will be stored as indicated in the pantry room at time of issue.

r. Dining Tables and Chairs: All tables will be cleaned with hot soapy water, rinsed thoroughly and wiped dry. Tables will not be cleaned using the water hose or taken outside the buildings to be cleaned. They will be stacked in the dining room areas as indicated on building inventory sheet. They will not be stacked in a manner as to hinder access to wall hung fire extinguishers.

s. Stainless Cold Table: Will be cleaned with hot soapy water, rinsed thoroughly and wiped dry. The electric cord will be rolled up and held with rubber bands.

t. All plastic milk containers and plastic break racks are to be stacked outside the kitchen end of the "05" dining facility of each block on final clearance. All wood pallets should be disposed

ANNEX I, DFAC Operations, GGTC SOP-1

of in Ft Stewart landfill. Pallets may be accepted at the DOL warehouse at the discretion of the Warehouse Supervisor.

u. Latrines: Dining facilities with latrines- Floor will be scrubbed with hot soapy water, rinsed and mopped dry. All fixtures will be scrubbed clean and rinsed. Mineral deposits and stains are to be removed from all fixtures before clearance.

v. All light bulbs/tubes not operable will be replaced by the unit prior to dining facility clearance. Replacement bulbs/tubes are available from GGTC, DOL, building 10528.

ANNEX J, Centralized Wash Facility Operations (CWF), GGTC SOP-1

1. Introduction:

a. The GGTC Centralized Wash Facility (CWF) is a specialized facility designed for the high speed washing of all types of tactical vehicles. It is utilized for cleaning vehicles upon their return from field and range operations. Its use will greatly reduce the time and manpower currently expended on performing this necessary function. .

b. The operation of the CWF at GGTC is under the general control of the GGTC Facility Manager. The day to day functions are handled by the GGTC Controller. He is responsible for all actions at the CWF, including supervision of washing, traffic control, safety, and maintenance.

c. Scheduling of the CWF is accomplished by the SR NG HQ Training at GGTC. Priority will be determined by that level of headquarters. Final Scheduling will be coordinated by S4's 48 hours in advance. **Cancellations should be called at the earliest time possible.**

d. Normal operation of the CWF is defined as the effort necessary to render the facility functional in support of units training here. In order to ready the facility for normal operation, one-half hour is required for start-up and at the end of each day one additional hour is required for shut-down.

e. Since this facility is intended to be used by troops as a normal procedure upon return from the ranges and field locations it will be available to meet the troop's schedule. If movements dictate use of the facility outside of normal hours, this will be accommodated by scheduling use at least 48 hours in advance.

***EFFICIENT USE OF THE GGTC CENTRAL WASH FACILITY
CAN ONLY BE ACCOMPLISHED BY PROPER SCHEDULING OF
VEHICLES BY THE USING UNIT AND THE SR HQ TRAINING
AT GGTC***

f. Freezing conditions is a weather related factor which further delineates normal operation of the facility. On days when temperatures are not expected to rise above 40 degrees Fahrenheit, the facility is considered non-functional for normal operation. Certain components of the facility would be severely damaged; icing would hinder both personnel and vehicle movement; and personnel would be very susceptible to frostbite and hypothermia.

g. From the user's standpoint the Facility has four areas of operation. These are Prewash Staging Area, the Birdbath Wash Area, the Final Wash Staging Area (with proper flow this area should not be necessary) and the Final Wash Area. These are clearly marked on the attached diagram of the CWF. Each area has a particular function and a proper operating order. These are discussed in subsequent parts of this SOP.

ANNEX J, Centralized Wash Facility Operations (CWF), GGTC SOP-1

h. All units will be responsible for their own transportation and proper disposal of all recyclable and non-recyclable debris. No refuse or recyclables may be left in the wash area.

2. Normal Operation.

a. Vehicular Staging.

(1) Staging of vehicles involves alignment of vehicles for orderly movement through CWF. UNIT COMMANDERS must check in with the GGTC Controller prior to entering the facility in order to aid in staging and routing of vehicles by the Birdbath Traffic Controller and the Final Wash Traffic controller. The standard military hand signals for vehicle maneuvering used at Fort Stewart will be used at the CWF to stage vehicles.

(2) Generally speaking, the Birdbath Facility is designed for initial washing of Tracked Vehicles and large Wheeled Vehicles 2-1/2 ton or larger. The Final Wash Facility is designed for final washing of Tracked Vehicles and large Wheeled Vehicles and for complete washing of Small Wheeled Vehicles and trailers.

NO MAINTENANCE WILL BE PERFORMED ON VEHICLES AT THE GGTC CENTRALIZED WASH FACILITY

***ALL LOOSE ITEMS (TA 50, POL., TRASH, ETC)
ARE TO BE REMOVED FROM ALL VEHICLES
PRIOR TO ENTRY OF CWF***

NO VEHICLE WILL BE ALLOWED IN THE CWF WITHOUT A ONBOARD ASSISTANT DRIVER TO ACT AS A GROUND GUIDE THROUGHOUT THE FACILITY

(3) Under no circumstances are vehicles to be left unmanned. Continuous and orderly movement of vehicles through the CWF is imperative. All vehicles will be moved through the Birdbath Wash Area and into the Final Wash Area by ground guides. Violation of the rules of operation will be referred to the Unit Commander for corrective action.

(4) By-Pass Lane. A concrete By-Pass Lane allows wheeled vehicles to proceed directly to the Final Wash Staging Area. **NO TRACKED VEHICLES WILL BY-PASS THE BIRDBATH.**

(5) Pre-Wash Staging Area. One concrete entrance driveway off the tank trail provides access to the Pre-Wash Staging Area. Under the direction of the OIC, vehicles preparing to enter the Birdbath Staging Area are aligned in rows for direct entry into the birdbath. All vehicles must have drain plugs and/or inspection plates installed and bilge pump should be working.

ANNEX J, Centralized Wash Facility Operations (CWF), GGTC SOP-1

b. Birdbath Washing.

(1) Birdbath washing is controlled by the GGTC Controller. He positions himself at the control panel in the Office/Control room overlooking the Birdbath. From this vantage point he is in complete charge of washing operations. It is his responsibility to shut down operations if mechanical malfunctions occur or if personnel safety situations present themselves. No personnel will be allowed in the water at the birdbath. Should this happen, the controller will immediately activate an “EMERGENCY STOP”.

(2) “Wash Mode” is activated when vehicles are staged in a position ready to enter the birdbath. Prior to activating this mode, Birdbath Monitor (Wash Cannon) Operators supplied by the unit(s) being washed, man the monitors; two per lane at the primary wash islands and two per lane at the secondary islands. The restraining bridles are checked for proper vertical and horizontal movement of the monitor. Each monitor is then pointed downward, held firmly, and the control lever is moved to the “ON” position. The GGTC Controller should receive an “ALL CLEAR” sign from each Monitor Operator prior to activating the system start. Once activated, the system will take about one minute to reach full water pressure.

(3) The GGTC Controller then notifies each Lane Controller that his vehicle may move into the birdbath. During the First Stage, the vehicle moves forward to the entry wash islands and the Birdbath Monitor Operators thoroughly hose down the vehicle. During the second stage, the vehicle is run forward and back in the bath over the corrugated bottom to exercise the treads and drive mechanism. Dirt is removed from the vehicles by a combination of hosing, wave action in the birdbath, and flexing of the tracks on the pipe corrugations in the bottom of the birdbath. During the Third Stage, the vehicle moves to a position in front of the exit island. The Wash Control NCO makes a visual inspection. If necessary the whole process is repeated. When the vehicle is acceptable, the Lane Controller guides it out of the birdbath to the Final Wash Staging Area. From this point forward, the Postwash Traffic controller, supplied by the unit (s) being washed, takes charge of the vehicle movement.

c. Final Wash Area. Vehicles will be directed to a Final Wash Station by the Postwash Traffic Controller provided by the using units. There are eight Final Wash stations. If the Lane Controller determines that additional cleaning is not required, vehicles may by-pass the Final Wash Facility and exit the CWF.

d. Postwash.

(1). The Postwash Traffic Controller is the primary overseer of the Final Wash Area. The five eastern-most stations are designated for large wheeled vehicles and tracked vehicles; the three western-most stations are designated for small wheeled vehicles and trailers. He directs vehicles to proper stations from the Final Wash Staging Area.

ANNEX J, Centralized Wash Facility Operations (CWF), GGTC SOP-1

(2). Each of the final Wash Stations are manned by vehicle driver and assistant driver furnished by the unit. Vehicles requiring washing are brought to an at-rest position at the designated station. Operators on each side of the vehicle use hoses hanging from the hose tower arms to clean the vehicle exteriors. After the vehicle is satisfactorily cleaned it exits the Final Wash Station and returns to the cantonment area via the concrete tank trail.

e. Flush and Clean Operation.

(1). Flush and Clean Operations will occur at the end of a normal wash operation or at any time sediment build-up in the birdbath hinders washing operations. This operation is at the discretion of the GGTC Controller. Flush and Clean operations will ONLY be done when the staging area and birdbath are clear of vehicles.

(2). Flush and Clean Operations begin at the Staging Areas. Wash down Operators man hoses connected to the wash down hydrants. The concrete staging area is then washed down with the sediment being directed toward the birdbath or trench drains. If only the staging area is to be cleaned, the GGTC Controller can return the system to the Wash Mode and resume normal wash operation after the staging area is suitably cleaned.

(3). If the birdbath also needs cleaning, after wash down of the staging area is completed, the GGTC Controller must activate the Flush Mode. Flush pumps are started, thus delivering 2,000 gallons of water per minute to the flushing nozzles in the U-drains of the birdbath. The birdbath drain valve is opened at the same time allowing waste-water to be transported to the Grit Basins.

(4). After the water level in the birdbath has dropped below the top of the U-drains, the GGTC Controller will allow the flushing water to run for an additional five minutes and then stop flush/drain mode. The GGTC Controller will switch the system back to the Wash Mode.

(5). Each using unit will assist in the cleaning of the birdbath. The LAST UNIT through the CWF each day or the unit so DIRECTED is to participate in the final CWF cleaning. The Monitor (primary or secondary) should be manned and pointed downward. Water will then be turned on. The wash monitors are then used to remove the sediment left on the floor of the birdbath. Adjacent Wash down Monitor Operators should work together to move the sediment from around the pipe corrugations to the U-drains. Under the direction of the GGTC Controller, hoses may be hooked up to the connections at the inlet monitors to help in the wash down. Wash down continues until the birdbath is cleaned to the satisfaction of the GGTC Controller.

(6). Final flushing is constant and automatic when the Final Wash is in use. Cleaning may occur simultaneously with birdbath flushing and cleaning. After all vehicles are washed, Final Wash operators begin to hose down the Final Wash Area. Sediment is directed into a trench drain running perpendicular across the Final Wash Facility. Once in the trench drains, sediment

ANNEX J, Centralized Wash Facility Operations (CWF), GGTC SOP-1

and waste-water are directed to the Grit Chamber. Hose bibs are also located at each end of the Final Wash Area to facilitate wash down of the area.

3. Alternate Operations.

a. Maximum Washing Operation.

(1) A maximum washing operation is a washing operation that exceeds the normal schedule. This washing operation may occur during the course of the normal workweek, on weekends, or during the holidays depending on training requirements. Washing is done on a continuous basis until all scheduled vehicles have been washed. Night lighting will be utilized in such an operation. Available area lighting consists of mast mounted lights in both the final wash and birdbath area. In addition, track level flood lights are provided at the mounted monitors.

(2) All facets of a maximum washing operation are the same as those in a normal washing operation with the exception that the flush and clean operation will more than likely be implemented several times during the wash effort. When wash efforts might exceed 12 - 18 hours (continuous), provisions should be made in the scheduling of vehicles to allow for flush and clean cycles and for visual inspection of grit basins, filters and lagoons by the GGTC Controller.

b. Minimum Washing Operation. A minimum washing operation is a washing operation that requires less washing time than the normal schedule. This washing operation may occur during the course of a normal workday. Total number of vehicles, types of vehicles, and degree of dirtiness will be used as guidelines to determine how many birdbath and wash facilities, and how long the operation will last.

4. Emergency Procedures.

a. An emergency procedure is an action taken during the course of a washing operation to prevent:

- Endangerment to human life;
- Damage to mechanical and electrical components of CWF;
- Damage to a tactical vehicle.
- Any known/detected emergency will be so announced by GGTC Controller over the CWF public address speaker system.

***BE SAFETY CONSCIENCE AT ALL TIMES WHEN
USING THE GGTC CENTRALIZED WASH FACILITY***

ANNEX J, Centralized Wash Facility Operations (CWF), GGTC SOP-1

b. Safety is addressed later in this SOP. All personnel operating and using this facility will be fully aware of the hazards associated with it and each will be aware of the necessary safety precautions to prevent accidents. It is essential that the GGTC Controller remain at the controls and be alert at all times. Anytime a dangerous or life threatening situation presents itself the Controller will activate an “EMERGENCY STOP”.

5. Safety at the CWF.

a. Hazards.

(1) Safety cannot be over-emphasized at the CWF. It is the responsibility of each individual to identify potential safety hazards and to inform others of these dangers.

(2) No use of cell phones allowed in the facility.

IT IS EVERYONE’S RESPONSIBILITY TO PREVENT ACCIDENTS

(3) Numbers and types of vehicles contribute to safety hazards. During a major washing operation several hundred vehicles are being prepped and staged for washing. Anything from HUMMV’s to M1 tanks must be accommodated. Both facility personnel and troops must exercise extreme caution in all paved areas.

(4) Unsafe conduct at the CWF can result in inefficient operation and increase safety hazards. Those not following the rules of safety and operation will be referred by the GGTC Controller to the Unit OIC/NCOIC for corrective action.

(5) **THE PRINCIPLE WASH WATER HAZARD IS WATER BLAST FROM THE SAND MOUNTED MONITORS.** A direct hit from one of these monitors could easily knock an individual into the birdbath or into the path of an on-coming vehicle. The probability that many of these monitors will be operated simultaneously further increases the danger in that an individual could easily get caught in a cross fire. **WATER HOSES AND MONITORS SHOULD ONLY BE POINTED AT DIRTY VEHICLES! NOT PEOPLE, LIGHT, TOWERS, ETC.**

(6) Cold weather washing is very hazardous, if not impossible, in a facility of this type and the facility will be closed when temperature is 40 degrees or below.

(7) Under normal conditions electrical equipment and wiring are protected by enclosures and conduit and are not a hazard to personnel. If however enclosures are left open or conduit is damaged or separated at the joints the potential for a electrical safety hazard is great. Discovery of any of the above such conditions must be reported to the GGTC Controller and/or the using unit OIC or NCO immediately.

ANNEX J, Centralized Wash Facility Operations (CWF), GGTC SOP-1

(8) There will be no running or horse-play on the CWF.

b. Dangerous Locations at the Facility. Accidents are always looking for a place to happen. Dangerous locations at the CWF are noted below. This list will be briefed to all unit personnel prior to entering the facility.

(1) Traffic Lanes and Concrete Staging Areas.

(a) Traffic Lanes and Concrete Staging Areas are danger zones. Individuals should never try to anticipate what a moving vehicle is going to do.

(b) Stay clear of traffic.

(c) Vehicles will only back up in the tank bird between the monitor island. All other backing up is prohibited.

(2) Birdbath Facility.

(a) The flooded area of the birdbath containing one to three feet of water is particularly dangerous. Individuals will never enter the birdbath when it is flooded. The narrow opening above the U-drain is just the right width for a foot to slip into causing an individual to break a leg or be pinned underwater. Submerged piping could easily cause an individual to lose his balance resulting in serious injury. Wave action from vehicles moving thru the birdbath could sweep an individual off his feet resulting in injury.

(b) Individuals should stay alert while working around the stand mounted monitors. **THESE MONITORS ARE NOT TO BE USED FOR HORSEPLAY**; a direct hit could easily knock a person down. Monitor operators should be aware of kickback from the monitors when pressuring up the system for washing. An unrestrained monitor could cause injury.

(c) Man-ways, valve boxes, junction boxes, etc. become dangerous if the covers are not in proper position. Always replace the covers.

(d) Hoses, wire and other objects should never be left laying around for personnel to trip over.

(e) Electrical boxes, conduit, fixture or poles should not be touched while standing in water. An undetected short circuit or ground could cause electrocution.

(3) Final Wash Facility.

(a) Stepping off a wash island into the path of a moving vehicle is an ever present danger. Vehicle speed at the final wash area will be kept to a minimum.

ANNEX J, Centralized Wash Facility Operations (CWF), GGTC SOP-1

(b) Personnel must be particularly careful not to get tripped up by hoses when washing vehicles in this area.

(c) U-drain grating not properly set or experiencing deterioration is dangerous if stepped on.

(d) A water blast to the face from a final wash hose nozzle could cause a person to become disoriented and move into the path of an on-coming vehicle. Never spray in the direction of another individual.

(e) During icy weather exercise extreme caution when walking in this area.

(f) Electrical boxes, conduits or equipment should not be touched while standing in water. An undected short circuit or ground could cause serious electrocution.

(4) The latrines will be kept as sanitary as possible. Unit will clean latrines prior to departing the facility.

(5) Water used at the facility is not potable and will not be used for drinking, cooking or body washing. Drinking water coolers are located at the control tower and are safe to drink.

(6) All using personnel will stay clear of the GGTC CWF settled water lagoon and the settling lagoon at all times.

6. Manpower Requirements/Qualifications. The military manpower requirements/duties listed below represent the number of user unit personnel required to man the facility for normal operation. It should be noted that required back-up personnel from the unit be available for each position described so as not to leave operators on duty for more than two-three hours; particularly in inclement weather.

a. WASH CONTROLLER OIC: 1 per using unit.

(1) Assist GGTC Controller in EXPEDITING VEHICLES THRU CWF.

(2) Provide at the end of the wash operation, to the GGTC Controller, the number of vehicles by type that have gone thru the CWF.

(3) Control and correct any problems with unit personnel which may arise.

(4) Will arrive with the full, 30 man detail, at the CWF one-half hour in advance of unit for briefing on operation and to sign for the facility. OIC will need a Signature Card (DA Form 1687).

ANNEX J, Centralized Wash Facility Operations (CWF), GGTC SOP-1

(5) Will make arrangements for:

- (a) Medical Support, Chow.
- (b) Cold drinking water & sunscreen (summertime).
- (c) Engineer Tape for marking detailed personnel.
- (d) Safety vest for night washing (10 each).

b. WASH CONTROL NCOIC: 1 per using unit.

- (1) Principle assistant to OIC.
- (2) Assist in duties shown in Para 1, above.
- (3) In absence of OIC is in charge.

c. WASH CONTROL NCO's: 6 per using unit.

- (1) Is in charge of actual vehicle washing, both truck and wheel.
- (2) Inspects vehicles at exit point of birdbath, if not clean, vehicle continues washing.
- (3) Supervises the birdbath monitor operators (4 per birdbath lane).

d. BIRDBATH TRAFFIC CONTROLLERS: 6 per using unit.

(1) Serves as lane controllers and positions vehicles for movement thru the birdbath for maximum washing.

- (2) Directs vehicles thru birdbath.
- (3) Assist Postwash Traffic Controller in positioning vehicles at final wash facility.

e. POSTWASH TRAFFIC CONTROLLERS: 4 per using unit.

- (1) Positions vehicles at Postwash stations (8).
- (2) Supervise operations performing final cleaning of vehicles.
- (3) Direct traffic of vehicles leaving the facility.

ANNEX J, Centralized Wash Facility Operations (CWF), GGTC SOP-1

f. HIGH PRESSURE MONITOR OPERATORS: 12 per using unit.

- Operates Bird Bath Monitors.

g. Unit Personnel Train-up.

(1) The 30 unit (military) members identified above, on a schedule to be mutually agreed upon by all states/major commands concerned, must attend a 1 hour GGTC Centralized Wash Facility Train-Up conducted by the GGTC Facility Manager and the GGTC Train-Up Controller prior to the CWF being issued to the using unit.

(2) All aspects of the birdbath will be fully explained and demonstrated during this 1 hour training session. Actual operation of the birdbath with track and wheel equipment going thru the facility will be demonstrated.

(3) After the train-up, these 30 unit (military) members will conduct battalion level orientation to all drivers/crews prior to their using the facility and train back up personnel outlined in Part F, Page 9.

h. GGTC REPRESENTATIVES AT CWF: Two individuals.

(1) GGTC CONTROLLER - 1 person.

(a) A GGTC civilian employee selected by the GGTC Facility Manager is totally in charge of the day-to-day operation of the GGTC Centralized Wash Facility.

(b) Supervises all maintenance at the facility before, during and after operation.

(c) Serves as Principle Advisor to the GGTC Facility Manager on all matters relating to the facility.

(d) Conducts training programs for thirty unit (military) personnel and other personnel as desired by the using units.

(2) GGTC ASSISTANT CONTROLLER - 1 Person.

(a) A GGTC Civilian employee selected by the GGTC Facility Manager.

(b) Serves as assistant to Controller and as Controller in his absence.

(c) Assists in all maintenance at the facility.

ANNEX J, Centralized Wash Facility Operations (CWF), GGTC SOP-1

i. USE OF THE GGTC CWF BY OTHER AGENCIES.

(1) All Army National Guard units training at the GGTC may use the GGTC CWF as part of the support package directed by the Adjutant General of Georgia as license holder of the facility.

(2) USAR and Active Component units desiring use of the facility may do so once Intra-Army Order for Reimbursable Services is executed between the requester and GGTC thru the USPFO for Georgia. Cost for use is \$56.85 per hour during regular duty hours and \$120.00 per hour outside regular duty hours. The regular duty hours are 0700 - 1545.

(3) The Site Commander will determine the minimum number of vehicles allowed to use the facility due to time required for start up, etc.

7. Recommended Changes.

a. Recommended changes, to this SOP and day- to- day operation of the facility may be submitted by any using unit.

b. POC is Facility Manager, National Guard Training Center, PO Box 466, Hinesville, Georgia 31310-0466, DSN 870-4101, Commercial (912) 448-4101.

8. Conclusion. The GGTC Centralized Wash Facility has the capability to expediently and efficiently wash large numbers of tracked and wheeled vehicles. The successful operation of this facility is very much dependent on the cooperation between the User and the Operator personnel. Safety at the CWF cannot be over emphasized. Always be safety conscious when washing vehicles.

ANNEX K, Small Vehicle Wash Rack Operations, GGTC SOP-1

1. General Description and Capabilities:

a. The Wash facility is designed for washing all army wheel vehicles less than HEMTT size. HEMTTs, Low boy trailers, HETs or track vehicles may not be accommodated at this facility. The unit must schedule the tactical vehicle wash facility for these over size and/or track vehicles by calling 767-3375 or by mail at GGTC, ATTN: Mr. Paul DiNitto, PO Box 466, Hinesville, GA 31310.

b. The facility use is restricted to washing groups of 12ea maximum soiled with very limited amounts of sand, mud, and clay. The grit chamber designed to capture the dirt and mud deposits is very limited in capacity. It is possible for one vehicle heavily encrusted with clay and mud to render the wash rack completely inoperative. For this reason if vehicles are extremely muddy the unit will need to schedule the Central Wash Facility (Bird Bath). (See Annex J).

c. Two vehicles may be washed at once utilizing the high-pressure hoses. There are two small racks for washing smaller articles and section equipment. All floor drains are connected to a 6" sewer line with a grit/sediment interceptor between the wash rack and final oil water separator. The treated water then goes to a lift station connected to the sanitary sewer. Any solvent or strong detergent not only defeats the operation of the oil interceptor but upon reaching the sewage treatment ponds destroys the organisms which cause the sewage treatment system to operate. For this reason no solvents, soaps, detergents, or emulsifiers may be used at this facility.

2. Scheduling, Reservations, and Hours of Operations:

a. During annual training periods the major command headquarters S-4 section may request and draw the small vehicle wash facility for the duration of their stay at GGTC. In this case all scheduling must be done through the major command. Independent units not subordinate to the major command conducting annual training at the same time would make contact with the MACOM S-4 for scheduling. GGTC DOL, 912-448-4019, will assist in scheduling if necessary.

b. At all times other than annual training the wash facility may be drawn by contacting GGTC DOL, building 10528 with extension 4019/4110/4103/4104. To insure availability we suggest you reserve the facility in advance by memorandum. The address is GGTC, ATTN: GGTC DOL, PO Box 466, Hinesville, GA 31310.

c. Regular hours of operation are 0700 - 1500 hrs seven days a week. All after hours washing must be coordinated in advance.

ANNEX K, Small Vehicle Wash Rack Operations, GGTC SOP-1

3. Safety and Environmental Concerns:

a. In all operations safety must be of the utmost importance. There are many areas of potential safety hazards in the wash area; however, the main ones are high pressure hoses, slippery wet concrete, moving vehicles, and various tripping hazards.

b. To insure safety is emphasized a safety and environmental concerns briefing is required to be given by the OIC or NCOIC to all personnel involved in washing operations. This includes all drivers, assistant drivers, and washing detail. The briefing as a minimum must include the following points:

(1) Hoses must be under control by personnel at all times or solidly placed in hose racks and nozzle retention sleeve.

(2) Hose must not be directed at or toward personnel. System water pressure varies between 60 - 80 psi. This along with reduction of hose at nozzle represents hazard to eyes, ears, nose and other sensitive body parts. It is also sufficient pressure to cause personnel to fall if hit directly.

(3) During cold periods of the year exposure and hypothermia can result in injury or death if personnel become drenched without proper clothing and precautions. During cold months precautions against hypothermia and exposure must be taken and included in safety briefing. All washing operations should be done in ambient air temperature of 40 degrees Fahrenheit and above.

(4) Oil water separation is accomplished mechanically by plates located in the oil interceptor. Any solvents, soaps, detergents or emulsifiers will defeat the proper operation of the interceptor. Even products specifically designed to separate from the water after washing will not work quickly enough to allow their use.

(5) No POL products or other materials not specifically produced as a result of washing the subject equipment with fresh water only may be allowed entrance to the wash rack drains. Engines and compartments may be washed but with fresh water only.

(6) Any solvents or other chemicals harmful to the sewage treatment ponds, pumping systems, or piping may cause the individual responsible and the OIC/NCOIC to be subject to a \$25,000 fine, possible imprisonment, and cost reimbursement for any repairs necessary to restore the system to its original state.

(7) Due to absence of lighting, no washing may be done after dark.

(8) Speed limit within the fenced area is 2 mph. All vehicle drivers must have a ground guide in sight before moving vehicle. If driver loses sight of ground guide he must stop immediately and remain stationary until sight of ground guide is regained.

ANNEX K, Small Vehicle Wash Rack Operations, GGTC SOP-1

(9) No vehicle maintenance other than washing activities may be done in wash rack area.

(10) Recycle bins for paper, metals, plastics, and trash along with an amnesty box for brass, blanks, and live ammunition are provided. Please use them as labeled and do not mix wastes.

(11) If any audible alarm sounds or red light on pump switchgear begins to flash, it is indicating a malfunction of oil water separator or lift pumps. When this happens or catch basins overflow, the following procedures are mandatory:

(a) Turn off water hose immediately.

(b) Cease all washing activities.

(c) Call Work Order Clerk at 912-448-4012 or report to Building 10504 and describe situation. Proper maintenance personnel will respond to rectify problem.

(d) **DO NOT RESUME WASHING UNTIL REPAIR IS MADE.**

(12) Proper uniform is required. No bare feet or swimming attire are allowed.

(13) Smoking must be done in designated area.

(14) POV's must be parked in designated area outside fence.

(15) In the event of a fuel or other hazardous material spill call the telephone number as posted on the sign in the fenced area.

(16) No horseplay or running inside the fenced area is allowed.

(17) Primary tripping and slipping hazards are loose equipment resting on pavement, outstretched hoses, curbing and wet concrete. Be sure of your footing before pulling on hoses or other equipment.

(18) Observe stop signs at exit side of wash before entering Troupe Ave.

(19) Remember safety is everyone's concern. Report any unsafe procedures or situations immediately upon discovery so they may be remedied.

4. Operation. The wash facility will accommodate all army wheeled vehicles less than HEMMTT size. In addition, section equipment, engines and engine compartments may be washed. No HEMMTT or larger wheeled vehicles may use wash facility. All track vehicles are prohibited from using wash facility. They must be washed in the tactical vehicle wash facility at Troupe Ave. and 16th Street. The following considerations and/or points must be considered in operation of the facility:

ANNEX K, Small Vehicle Wash Rack Operations, GGTC SOP-1

- a. **No** privately owned vehicles (POV's) may be washed in the facility.
- b. All gates must be locked and water turned off when facility is not physically occupied by personnel.
- c. No substances, solids, liquids or other foreign objects may be placed in drains except the soiled water directly resulting from washing activities.
- d. Vehicles should stage on the asphalt apron adjacent to the tank trail on the south side of the wash racks. (Gates are marked as entrances). Any excess vehicles not fitting on the wash rack or the asphalt apron must line up single file down the concrete tank trail extending toward 13th Street. Staging and lineup must be done in a fashion which allows at least single lane traffic to pass on the paved tank trail. Exit after washing is complete should be north through the gates marked "exit" onto Troupe Ave. Observe stop signs on Troupe Ave. before exiting asphalt apron.
- e. Grit chamber must be inspected regularly to insure clogging does not occur. If clogging occurs or appears imminent, deposit sand from drain grit chambers at marked location outside of fenced area.
- f. POV parking is marked by sign at east side of facility outside fenced area.
- g. Break area, designated smoking area, and water fountain is under live oak tree at northeast corner of fenced area.
- h. Utilize recycle bins as marked. When bins are full, contact Work Order Section at 912-767-3375.
- i. Prior to turn-in, all trash must be policed to include brass and other metals. Sediment and mud must be removed from wash areas and asphalt. Drains need to be cleaned and pipes flushed to remove the sediment. Have hoses coiled and disconnected. Grass must be mowed inside area and at a minimum of 2' outside fenced area. Area must be clean and in same condition as drawn. Contact personnel in Building 10528 at 912-448-4100 when ready for inspection and turn-in.

5. Suggestions for Improvement:

- a. The wash facility was placed in operation June 1997. This project was constructed in response to many requests for a user operated small vehicle wash rack for limited numbers of vehicles. It is our intent to make this as convenient for unit use and as readily available as possible.

ANNEX K, Small Vehicle Wash Rack Operations, GGTC SOP-1

b. In light of its intended use we solicit your recommendations and suggestions to improve any area of operation of this facility. All correspondence should be addressed to GGTC, ATTN: SWF Operations, PO Box 466, Hinesville, GA 31310.

ANNEX L, Environmental, GGTC SOP-1

Reference: AR 200-1 Environmental Protection and Enhancement

1. POC's:

GGTC: Mr Glenn Golden 912-448-4082

Ft Stewart: Mr. Ray Lancia 912-767-6126 or 912-257-1448

a. Latrines will be issued based on battalion strengths. Each block in the Training Center area has 5 each 200 man latrines and most units will not exceed 400 to 600 men, therefore, only three may be required. Hot water heaters should be turned on only while the units are occupying the cantonment area. Advance detachments should only use one latrine in a block. When units are in the field or training areas, heaters will be turned off. Switches are installed on all latrine hot water boilers. Switch to off position when not in use. Water heaters in mess halls will be turned to the pilot position. Lights and fans will be turned off in barracks buildings during the day and when unoccupied or not required. Admin buildings and quarters equipped with air-conditioners and space heaters will set thermostats no lower than 78 degrees in summer and no higher than 65 degrees in winter. Deviation from this policy is at the discretion of the Facility Director.

b. All environmental issues within the GGTC cantonment area, by tenant or visiting units, will be brought to the attention of GGTC Civil Engineer, Phone 448-4002 or Roads and Grounds Supervisor, Phone 448-4082. Units are required to notify Mr. Hudson at 448-4236 within 24 hours of any POL spills.

2. Package POL.

a. The DOL Warehouse, GGTC, will no longer stock bulk issue Class III (P) products. PCS will maintain the capability to receive, temporarily store, issue and turn-in Class III(P) products on a limited basis should the need arise.

b. Units coming to the GGTC for training should bring their anticipated requirement of Class III (P) products from home station when they draw their equipment package from their supporting MATES/FMS.

c. If units are unable to bring their requirements from home station, send requirements to SGT Robert Woodson at 912-448-4103 or Robert.woodson1@ga.ngb.army.mil at least 14 business days prior to arrival at the GGTC.

d. POL products will either be picked up by the unit directly from the DOL HAZMART, or the unit will coordinate for the HAZMART to deliver their requisition to their POL holding area. The DOL Warehouse will not draw and hold POL products for units. The Ft Stewart DOL HAZMART is located at building 1146 and can be reached by calling DSN 870-2950/1594, COM 912-767-2950/1594, FAX 912-767-3818.

e. Units will store Class III (P) products IAW the GGTC Environmental SOP.

ANNEX L, Environmental, GGTC SOP-1

f. Units will advise DOL on estimated quantities and types of Class III (P) requiring turn-in 3 days prior to clearing GGTC. GGTC DOL will coordinate with Ft Stewart DOL HAZMART for turn-in and units will physically turn in unused POL to the HAZMART.

3. Bulk POL.

a. The GGTC DOL does not maintain bulk POL. Units will set up accounts with Ft Stewart DOL in order to receive bulk POL if required.

b. Motorpools are the only areas in the GGTC authorized to conduct bulk fueling operations. Units are required to provide spill protection for bulk fuelers. Fuelers will also be properly grounded.

ANNEX M, GGTC Minuteman Fund, GGTC SOP-1

References. AR 215-1 Morale, Welfare and Recreation

To be published at a later date.

ANNEX N, GGTC Minuteman Chapel, GGTC SOP-1

References.

To be published at a later date.

ANNEX O, GGTC Chaplain Support, GGTC SOP-1

References.

- a. AR 165-1 Chaplain Activities in the United States Army.
- b. AR 600-20 Army Command Policy.

To be published at a later date.

ANNEX P, Dispensary, GGTC SOP-1

References.

To be published at a later date.

ANNEX Q, Recycling Program, GGTC SOP-1

References:

- a. AR 420-1, Army Energy Program.
- b. AR 200-1, Environmental Protection and Enhancement, 23 APR 90.
- c. AR 420-47, Solid and Hazardous Waste Management.
- d. TN 420-47-02, Installation Recycling Guide, 1 SEPTEMBER 91.
- e. Division Commander's Policy Memorandum, 7 APR 97, SUBJ: Mandatory recycling for Fort Stewart/Hunter Army Airfield (FS/HAAF).

1. Purpose. The purpose of this Annex is to establish the scope, responsibilities, mechanisms and procedures for the collection, handling, transport and turn-in of recyclable materials both in garrison (GGTC Cantonment area, motor pools, dining facilities, assigned barracks rooms) and during field training/exercises.

2. General. Amendment 2577 to Public Law 97-214, dated 12 Jul 1982, established the guidelines for the recovery, reuse and sale of recyclable materials within the Department of Defense. The Army's guidance for recovery, reuse and recycling is contained in the above references and is intended to help installation and unit commanders reduce waste, conserve natural resources and recoup some of the residual value of recyclable materials through their collection, handling, processing and donation/sale to other governmental agencies, non-profit organizations or private industry.

In the policy memorandum cited above, the Commanding General of 3d ID (M), Fort Stewart and Hunter Army Airfield charged subordinate commanders to establish recycling programs for units within their cognizance. Unit recycling programs benefit the unit and the environment. After the operating expenses are paid, 50% of the revenues realized from recycling programs may be applied toward environmental and energy conservation programs. The remaining monies can be credited to the accounts of local Morale, Welfare and Recreation activities.

3. Scope. This SOP applies to all units and soldiers assigned, attached, or in training within the Georgia Garrison Training Center whether in garrison, training, or deploying. It does not apply to materials which are contaminated with food, POL products or chemical agents. Materials which were used as food containers and which cannot be cleaned will be disposed of as trash. Contaminated POL and chemical agent containers will be disposed of as hazardous waste IAW established EPA procedures.

4. Blue recycling dumpsters are located throughout the GGTC and Ft Stewart. Individual blue recycling cans are provided within transient buildings.

5. Recyclable Materials:

- a. Office Paper

ANNEX Q, Recycling Program, GGTC SOP-1

b. Newspapers or magazines

c. Aluminum /bi-metal cans except those contaminated with POL products or chemical agents and reagents (e.g. STB, DS2).

d. Cardboard products which are not contaminated with food or were used as food containers.

e. Glass containers. Glass used in consumer containers is normally clear, green or brown. In order for glass to be recycled economically, glass containers must be segregated by color.

f. Packing Materials: Cardboard or packing paper from household goods/hold baggage shipments will be picked up by calling the recycling center at 767-4727.

g. Plastic Containers: Class 1 and 2 (Class number is stamped on the bottom of the container within a triangle).

6. Recycling Points:

a. Whenever practicable, recycling containers will be located at a central recycling point to make consolidation of materials easier. The Bn HQ recycling point will be located outside the rear entrance to the HQs. Company recycling points will be located in unit orderly rooms.

b. The motor pool recycling point will be located in the dispatch office area.

c. The barracks recycling point will be located in the latrine area.

d. The Medical Platoon Leader or the battalion Field Sanitation NCOIC will inspect the recycling points on a daily basis to ensure that they do not pose a health hazard or attract vermin.

e. The FSGA Recycling Center will empty recycling containers . Pickups must be coordinated with the Recycling Center.

7. Collection of Recyclable Items:

a. Office paper:

(1) Each staff section, company orderly room, or office will have a recycling container for the disposal of office paper. Personnel assigned to these areas will use these containers to dispose of unneeded papers, drafts etc.

(2) Classified information or unclassified information or unclassified but sensitive materials (i.e. Privacy Act information) will be turned into the S2 for destruction IAW AR 380-5.

ANNEX Q, Recycling Program, GGTC SOP-1

(3) Remove paper clips, staples and binder clips from documents before placing them in the recycling container.

(4) Office paper recycling containers will be emptied on a biweekly basis by Recycling Center personnel. If a recycling container is not emptied or is full before the scheduled pick-up, contact the Battalion Recycling Program Coordinator.

b. Aluminum/Bi-Metal Cans:

(1) Company orderly rooms, barracks module, the Bn HQ's and motor pool consolidated recycling points will have a recycling container for aluminum/ bi-metal beverage cans. These cans will not be thrown away as trash, but will be deposited in the nearest recycling container.

(2) Company recycling NCOs, barracks module NCOs, the Battalion Recycling program coordinator and the Battalion Motor Sergeant as appropriate will ensure that recycling containers for cans are lined with sufficiently large plastic bags to prevent leakage and saturation. Plastic bags will be replaced as necessary.

(3) Cans that are contaminated with POL products or chemical agents or reagents will be turned in as hazardous waste to the motor pool collection point IAW FS Reg. 200-3 and DPW Environmental procedures. (POC is Mr. Fry at 767-1078).

c. Class 1/Class 2 Plastics:

(1) Company orderly rooms, barracks modules, the Bn HQ's and motor pool consolidated recycling points will have a recycling container for Class 1/Class 2 plastics (primarily drink containers). These plastics will not be thrown away as trash, but will be deposited in the nearest recycling container.

(2) Company recycling NCOs, barracks module NCOs, the Battalion Recycling Program Coordinator and the Battalion Motor Sergeant will ensure that recycling containers for plastics are lined with sufficiently large plastic bags to prevent leakage and saturation. Plastic bags will be replaced as necessary.

(3) Class VIII medical supplies (e.g. IV's, syringes etc.) will be disposed of as contaminated medical waste.

d. Glass:

(1) Company orderly rooms, barracks, the Bn HQ's and motor pool consolidated recycling points will have a recycling container for glass containers. These plastics will not be thrown away as trash, but will be deposited in the nearest recycling container. Glass containers will be segregated by color: clear glass, brown glass, and green glass will each have its own recycling

ANNEX Q, Recycling Program, GGTC SOP-1

container. Glass must be thrown in the appropriate color container: otherwise, glass recycling becomes unprofitable.

(2) Company recycling NCOs, barracks NCOs, the battalion Recycling Program coordinator and the Battalion Motor Sergeant will ensure that there are recycling containers for each color glass and that the containers are lined with sufficiently large plastic bags to prevent leakage and saturation. Plastic bags will be replaced as necessary.

(3) Company recycling NCOs, barracks module NCOs, the Battalion Recycling Program Coordinator and the Battalion Motor Sergeant will ensure that glass recycling containers are swept on a regular basis to clean up broken glass that may have accumulated.

e. Bulk Cardboard: companies, staff sections and other users must deliver bulk cardboard directly to the Fort Stewart Recycling Center in Bldg. 1101.

f. Packing materials: coordinate directly with the Fort Stewart Recycling Center at 767-4727 for pick-up.

g. Durable Items: Privately-owned durable items must be delivered to the Fort Stewart Recycling Center. Call 767-4727 if you have any questions.

h. Perishables: Perishable foodstuffs will not be placed in recycling containers. They attract vermin and pose a health hazard to unit personnel. Perishable and other refuse will be put in garbage containers and delivered to the landfill.

8. Field Environment Recycling:

a. Units should attempt to recycle materials as described above while training in a field environment as far as is practicable. Recycling efforts should not constrain or detract from training.

b. Materials contaminated with POL or chemical agents or reagents should be disposed of as hazardous waste IAW EPA guidelines.

c. Brass, aft-caps, and other Class V residue will be turned in IAW FS Reg. 700-4, and ASP/QASAS turn-in procedures.

9. Chargeable Quarters Occupants:

a. Soldiers residing in billeting housing should separate their recyclable materials by category and place them in the recycling bags.

ANNEX Q, Recycling Program, GGTC SOP-1

b. Curbside collection is provided once a week, on Tuesday or Thursday, depending on the area. Residents must place their recyclables at the curb in front of their quarters before 0800 hours on their recycle collection day.

c. The contractor who collects trash on post has been instructed to periodically inspect trash containers and not to empty them if they contain recyclable items.

10. Organic Waste (Seasonal): Leaves, grass, garden clippings, compost, brush, tree branches and like materials must be delivered to the Installation Landfill vicinity Bldg. 1390. (POC is Mr. Hodge at 767-3497).

11. Points of Contact:

a. The GGTC Coordinator is Mr. Glen Golden (767-9425)

b. The FSGA Resource Recovery Recycling Program Business Manager is Mr. Kenneth Dawson at Bldg. 1101, 767-4727.

c. The Landfill Manager is Mr. Hodge at 767-3497.

d. Contaminated waste (POL/Chemical agents) POC is Mr. Fry at DPW Environmental, 767-1078.

12. The proponent for this annex is the GGTC Facility Engineer (448-4003).

ANNEX R, Special Areas, GGTC SOP-1

1. Donovan Parade Ground. Units having a requirement for the use of Donovan Parade Ground for reviews or training purposes will prepare a request in writing to the Facility Manager, GGTC, indicating dates required, how much is to be used and the intended use. Coordinated use is necessary since several states may be utilizing the Training Center at the same time.
2. Recreational Areas. Units having a requirement for the use of the recreational areas and sheds located in the 10500 and 13200 blocks must make a request in writing to the Billeting and Protocol office, indicating dates and hours required. Recreational area/shed includes a fenced in recreation area, male and female latrine and a screened in shelter with a brick grill, wood picnic tables and a 65 cubic foot refrigerator. Coordinated use is required in order to insure fullest utilization with the least confusion possible.
3. Running Track. A measured one-mile PT track is available for individual/unit use. Unit request for use must be made in writing to the Facility Manager. The track is authorized for personal use by service members and civilians on a 24 hour basis, so units should be advised that they will NOT be allowed to bar others from using the track.
4. GGTC Softball Diamond and Volleyball Court (located on Donovan Parade Ground) usage is scheduled through GGTC DOL.
5. GGTC Garrison Conference Center: 220 seat conference center with computer projection capability may be scheduled through the GGTC DOL.
6. Video Teleconference (VTC). To be published.
7. Distance Learning (DL). To be published.
8. Computer Classroom. To be published.

ANNEX S, Protocol, GGTC SOP-1

References:

- a. www.protocoltraining.com.
- b. AR 600-25, Salutes, Honors and Visits of Courtesy.
- c. AR 600-60, A Guide to Protocol and Etiquette for Official Entertainment.
- d. Peterson, Jim. Practical Protocol Lite. JMAR Management & Training, Orlando, FL. April 2008.

1. Purpose. This annex outlines the planning, coordination, resourcing, and execution of protocol related activities of all transient unit's/agencies while here at the GGTC. The Chief, Billeting & Protocol will be the POC for all related protocol activities here at the GGTC.

2. Responsibilities.

a. Chief, Billeting & Protocol.

(1) Plan, coordinate, and execute official visits to GGTC by high ranking domestic military and civilian visitors, which include Generals or higher, Senior Executive Series (SES), Senators, Congressmen, Governors, foreign dignitaries, and national state and local prominent business, education and community leaders.

(2) Garrison Commander's official representative for development and execution of itineraries for visiting dignitaries.

(3) Monitors visits of all other senior ranking visitors.

(4) Provide advice and assistance to GGTC staff and transient units/agencies at GGTC on all protocol-related subjects.

(5) Manages the GGTC Distinguished Visitor's Quarters (DVQs).

(6) Serves as the GGTC protocol Point of Contact (POC) for counterparts at the national, state, and local levels.

(7) Coordinates with the GGTC Executive Assistant to ensure that other DV's/VIP's visit's to the GGTC is properly annotated on the Garrison Commander's calendar.

(8) Keep the FSGA Protocol Office informed of any DV/VIP visit to the GGTC.

b. GGTC Executive Assistant.

Annex S, Protocol, GGTC SOP-1

(1) Manages the Garrison Commander's calendar.

(2) Coordinates with transient units to schedule an office call between the Garrison Commander and the Commander/Officer in Charge (OIC) of the unit that is here at GGTC in an Annual Training (AT) status.

(3) Coordinates with the Chief, Billeting & Protocol, to ensure that other DV's/VIP's visit's to the GGTC is properly annotated on the Garrison Commander's calendar.

c. Transient Units/Agencies.

(1) All units/agencies that train/reside here at the GGTC will need to coordinate with the GGTC Executive Assistant to schedule an office call with the GGTC Garrison Commander preferably within the few days of arriving at the GGTC. The purpose of this office call is to allow the GGTC Garrison Commander an opportunity to officially welcome unit commander/OIC to the GGTC as well as impart upon them that all efforts will be given to ensure that any situations with their facilities will be addressed quickly and efficiently.

(2) All units/agencies will need to coordinate with the Chief, Billeting & Protocol, if any of their chain of command's senior leadership (i.e. TAG, CG, COS, other O-6 and above, Director's, etc.) will be visiting during the units/agencies stay here.

(3) Coordinates with the Chief, Billeting & Protocol, for any advice needed in regard to protocol related activities.

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